Sample telephone conversation

with an employer requesting an

Apprenticeship placement



**(Please tweak/adapt depending on your company**

**and personal info etc)**

*“Good Morning/Afternoon,*

*I am ringing to enquire about the possibility of an Apprenticeship placement and wonder if you could put me through to someone that can help….*

*I have applied for an Apprenticeship with* ***[College Name]*** *in* ***[Subject Area]*** *and been accepted on to a course. I now need to secure the work placement and wondered if you would consider hiring an Apprentice?”*

***Make sure that when you speak to the correct person you take a note of their name and job title/ask for email address or contact details***

***Offer to meet them (online or face to face) for an interview or informal chat to discuss your application in more detail***

* **Start with a greeting**
* **Give them the background as to why you are getting in touch,**
* **Ask if they can pass you through to the relevant person**
* **Once you have the correct person – explain why you are calling. Be confident and make sure you’ve read up on the employer and job role.**
* **Try and secure a face to face or online meeting or interview to discuss opportunities**
* **Take their contact info so you know who to contact again**
* **Once you secure an interview, we would expect you to take your CV with you**

