

DO'S & DON'TS LIST

For Completing the Higher Level Apprenticeship Employer Additional Information form (EAI)

DO'S

- ✓ Your personal statement needs to be specifically aimed to the industry not a particular employer
- ✓ Ensure that your personal statement has structure - introduction, middle and end
- ✓ Use professional language
- ✓ Employers want to hear about your activities outside of school/college e.g. sports, positions of responsibility, voluntary work etc.
- ✓ Your layout must be clear, professional and easy to read
- ✓ Check your spelling and punctuation
- ✓ Use professional email addresses
- ✓ Check the accuracy of your mobile number/email address - check it twice!
- ✓ Prepare a draft personal statement for your PEAS session
- ✓ Proof read your personal statement - get a family member to read over it before you submit
- ✓ Ensure you upload evidence of your GCSE and A Level/ Level 3 or other results onto SRC online application portal
- ✓ HLA information available on SRC's Apprenticeship page <https://www.src.ac.uk/courses/skills-training/apprenticeships-at-src>

DON'TS

- ✗ Employers do not want to recruit someone who they feel are 'spreading themselves too thinly' - balance your commitments
- ✗ Do not use slang or acronyms
- ✗ Do not use nicknames
- ✗ Do not use a parent's contact number - employers want to speak to you not your parent!
- ✗ Do not hold onto multiple job offers - you need to accept one of your job offers as soon as possible, employers can put a time limit on acceptance so don't lose your opportunity
- ✗ Do not regard this as a placement - this is a real job!

Don't forget to discuss your Transferrable Skills.....

Skill	Example
Leadership	Motivating others on a shared goal, leading a project etc.
Time Management	Proves you can work to deadlines, create to-do-lists, ask for help, break down tasks.
Prioritisation	Assess your workload, organise in order of importance.
Listening	Great at following instructions, absorb knowledge quickly etc.
Communication	Communicate with customers, delivered a presentation, working as part of a team etc.
Research and Analysis	Gathering information - could be for a course module
Resilience	Coping with set backs/ criticism
Commercial Awareness	Understanding your audience, their needs and wants.
Teamwork	Ability to work efficiently with others.
Adaptability	Having the ability to adapt as situations/projects change.
Coping with Pressure	Staying calm and adopting a problem solving attitude.
IT Skills	Having a good knowledge of the Microsoft Package.

Be positive about yourself and use the buzzword examples below:

Achievement	Active	Dependable	Individual	Independent	Proactive
Motivation	Experience	Impact	Self-Motivated	Planning	Collaborated
Developed	Hardworking	Responsible	Innovative	Determined	Involved