Registering on NAS website

Apprenticeships 'earn and learn at same time'
Do you know what you are looking for?   Do you want to check what's available?

Follow this step by step guide

Notes (before you start)
- YOU MUST HAVE AN EMAIL ADDRESS AND YOU MUST BE ABLE TO GET INTO YOUR EMAIL ADDRESS YOU PROVIDE IN ORDER TO FOLLOW COMPLETE THE PROCESS.

Step 1 – click on http://www.apprenticeships.org.uk/
Click on search for vacancy, and then click on register now.

Step 2 – Complete Registration Form
Notes
- If you see the symbol * - you must complete this box
- If it provides you with an example 01/09/1980 it means you must complete the information in the same format e.g. dd/mm/yyyy
- If you see a red symbol ! – It means you have filled this box incorrect and must do it again.
- Postcode (put in same format as example) then click on green box Lookup Address, and then click on your address. If your address is not in there – check your postcode.
- Login Details (are VERY IMPORTANT – make sure you write them down somewhere safe) Username - must be between 8-20 characters and contain no spaces, then click on green button Check Availability.
Password - Must be between 8-20 characters long and contain 3 of the following characters: a capital letter, a special character, a lower case letter and a number.
For example Cherwell.13
If you see the red symbol ! it means it has not accepted it and you must try again.
- My areas of interest – Just select the thing you are must keen on – this does not restrict you when you are fully registered.
- Read terms and conditions and click on green button Register
- It should say you have been successful (if you have made no mistakes)
- You then need to go on your email address and check your inbox – there should be an email from NAS team, you need to open this email, and then click on Active (which will follow active your account).

Step 3 - click on http://www.apprenticeships.org.uk/
Click on search for vacancy, and then click on Login. Enter your username and password.

Step 4 – Search for vacancy (make sure you select what you are looking for or put in key work and location.

Step 5 – Apply (once you have checked the money, hours, job description, start date, location and you are generally happy)