unifrog

A Guide to the Apprenticeships Tool

Welcome to the Unifrog homepage!

Unifrog is 'The Complete Destinations Platform' and is one of the most useful tools you have when it comes to researching University courses, Apprenticeships, FE courses, MOOCs and Oxbridge colleges.

To get started just click on the 'Sign In' button at the top right of the screen (1).

If you have logged in to Unifrog previously, you can enter your student log in details here and click the green 'SIGN IN' button (1).

If you have never logged in before, click the 'Sign in for the first time' link on the right of the page (2).

Teachers can sign in by clicking the 'Sign in as a teacher' link on the right (3).

To signup for the first time, simply enter your personal details and your 'Form code' which will be given to you by your teacher (1). Click 'Sign up'.

This is the Unifrog student homepage!

Immediately you can see some useful information – The wheel shows your progress at working through the tools (1), and the star shows your ranking in comparison to the rest of your class (2).

Just below the progress wheel there is a drop down task list which you can click on to find out what to do next (3).

Scroll down to see all of the tools available to you.

Here are all of the tools displayed on the homepage.

To access the 'Apprenticeships' tool click the appropriate 'Start' button (1).
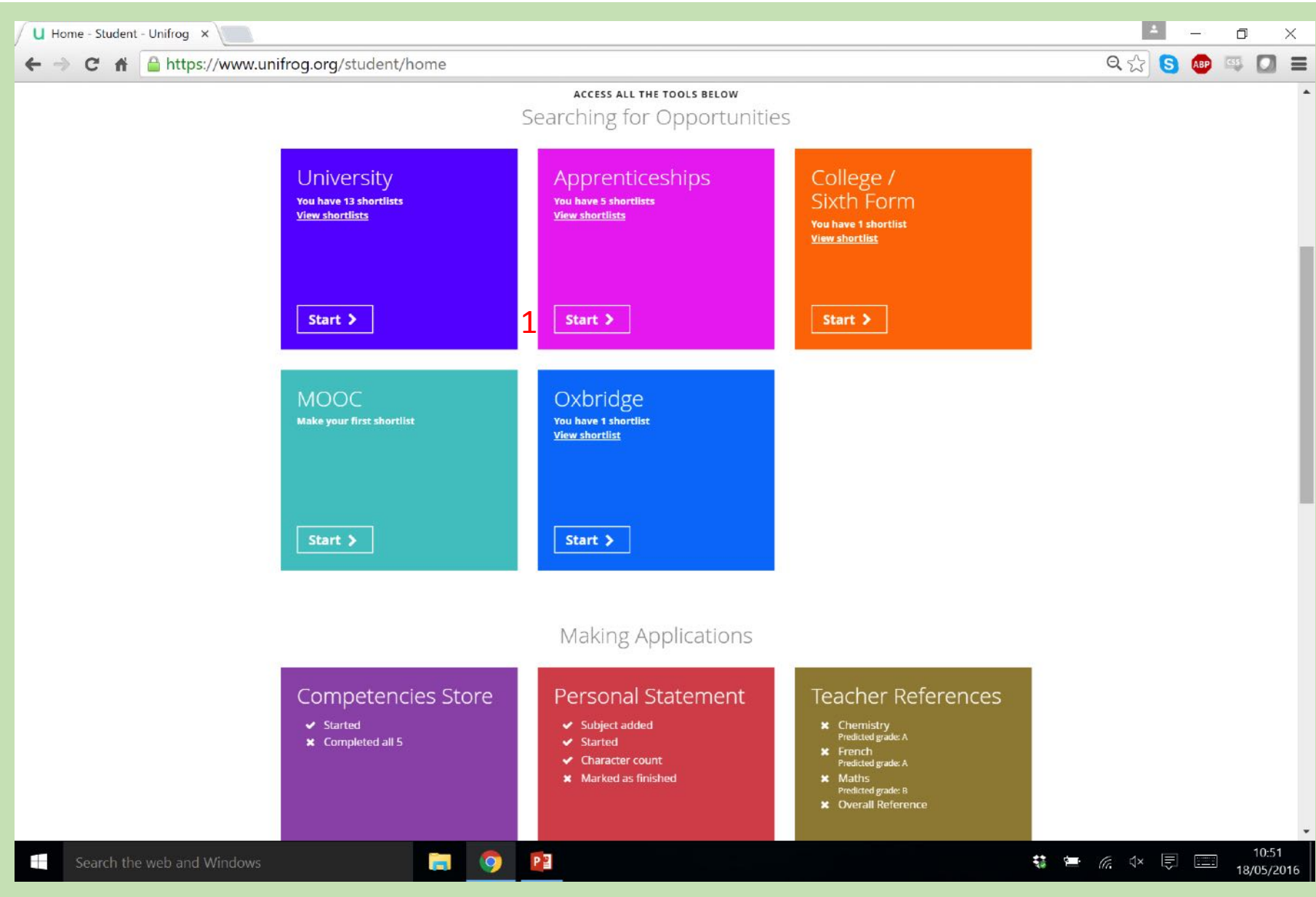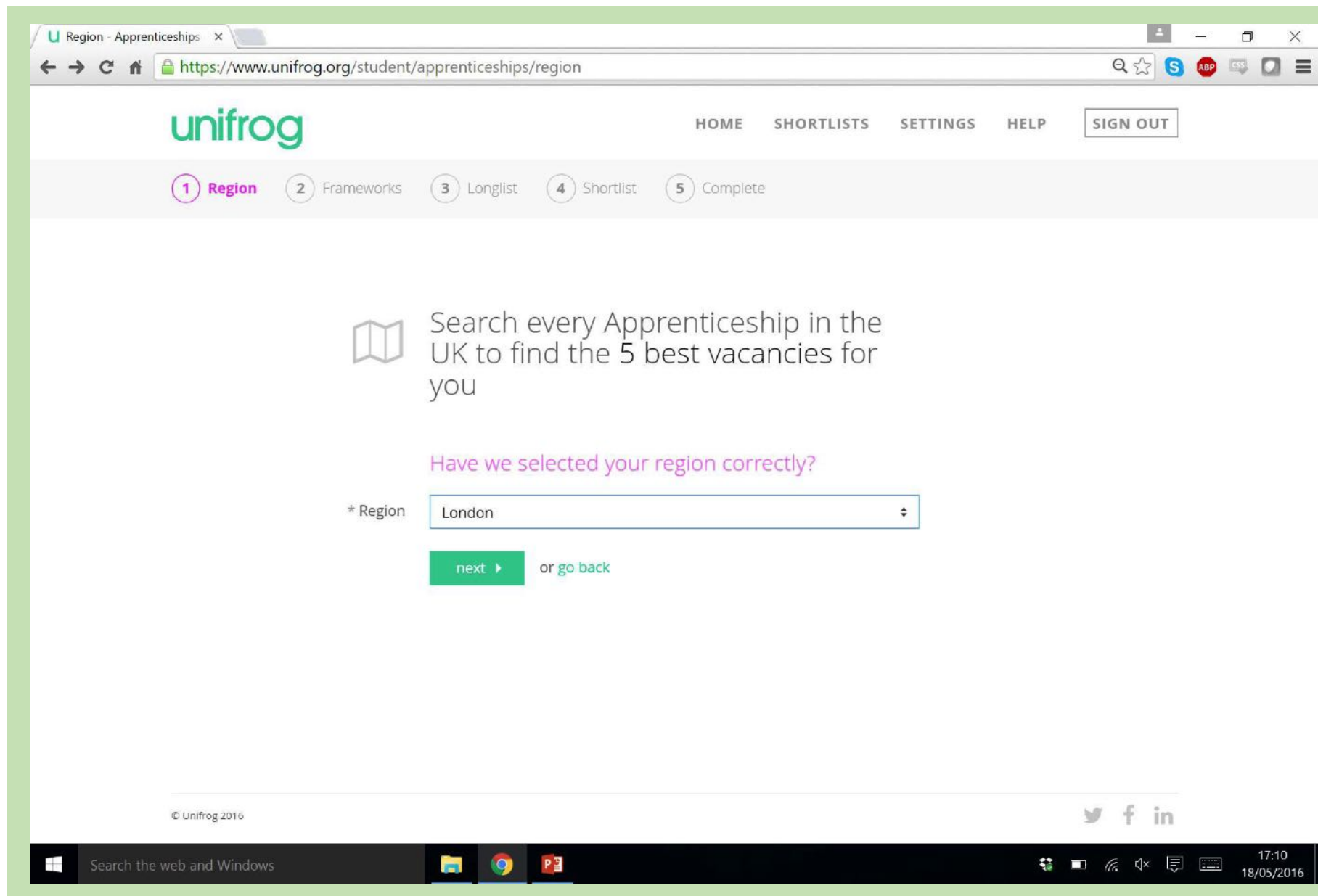
The Apprenticeships tool is a simple 5 step progress.

It will provide you with information about live vacancies, which are updated every 24 hours!

It also contains the most comprehensive list of School Leaver Programmes in the country – prestigious apprenticeships offered by big companies.

The first step is the easiest – simply choose where you live from the dropdown list.

To continue click 'next'.

The next step of the tool is to select up to 10 frameworks that you are interested in.

Frameworks are broad areas of work and and can lead to many different types of jobs, so choose any frameworks which sound interesting to you.

You can also 'Search by keyword' so try typing in any area of work you are interested in. (1)
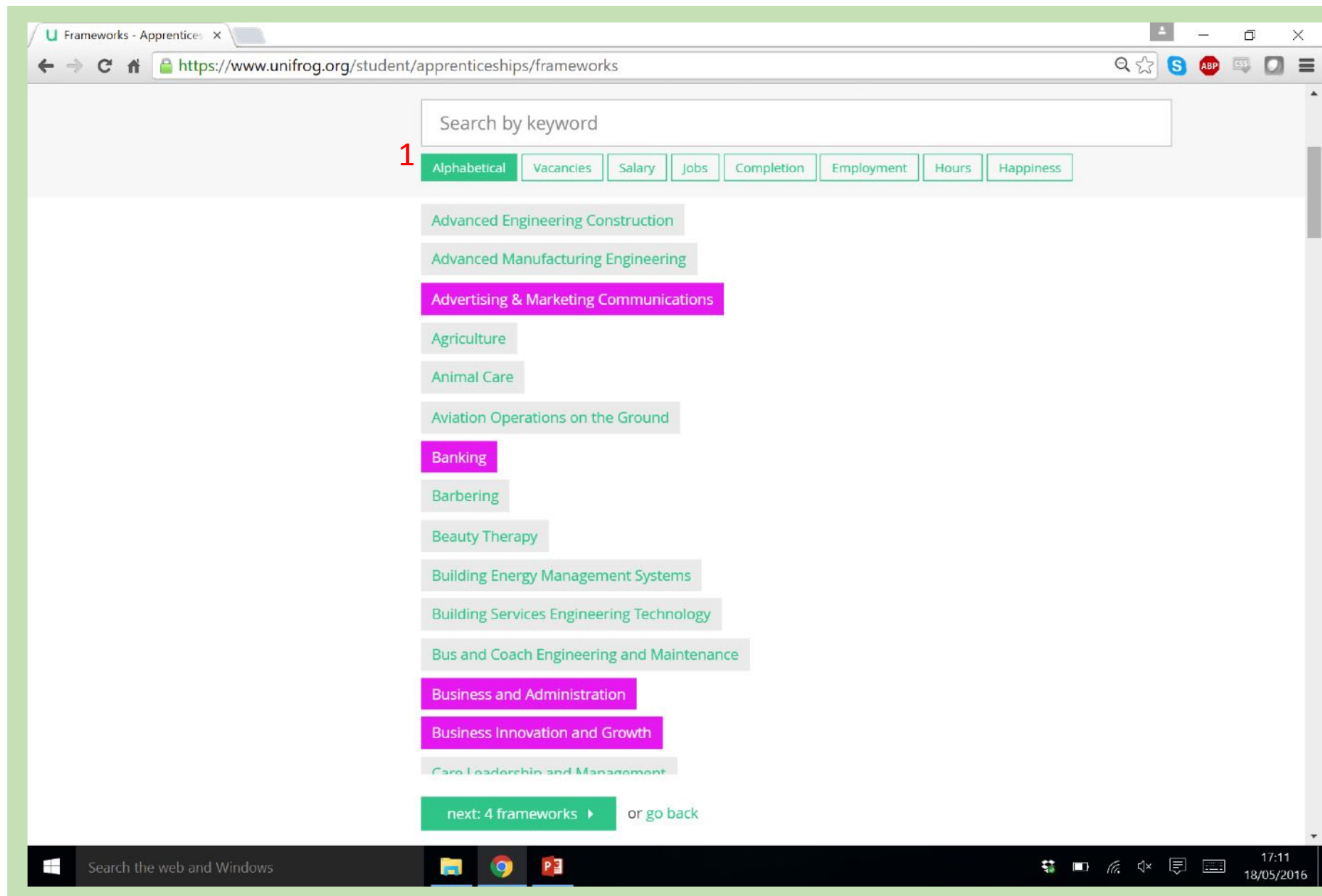
The frameworks are initially sorted alphabetically (1) and it can be useful just to scroll down the page and explore the many different areas of work.

Along the tab bar at the top there is a range of sorting criteria.

I have now ranked the frameworks by 'Salary' (1) – this is the average salary people earn having completed apprenticeships in the framework.

By playing around with all the filters you can build up a good idea of some frameworks which may suit you.

Having selected 10 frameworks, click the green 'next' button (2).

The longlist now presents all the current vacancies that fit into the frameworks we just selected.

By default the list is filtered to show only those vacancies within 100 miles of your home. This is because apprentices and trainees often live at home, and need to travel to work every day.

To remove this filter just click the green link 'Remove this filter?' (1)

The apprenticeships longlist is organised into 3 columns:

Intermediate – These apprenticeships are about the same qualification level as GCSEs. Some types of apprenticeships require you to start at this level even if you have A levels or higher.

Advanced – Apprenticeships equivalent to A level qualifications.

Higher/SLP – These apprenticeships are equivalent to degree level qualifications.

A good first step when looking through the list is to filter for the apprenticeships most relevant to you.

Click the 'Filter' drop down button (1) and you are presented with some options. By default the distance is already filtered to less than 100 miles away.

Often, you may be interested in jobs not starting for at least 2 months. In that case, click the 'In 2+ months' filter button (2). This ensures that all the apprenticeships in the list meet that criteria.

In addition to the 'Filter' options, you can also 'Rank' the search results by a range of factors (1).

You may wish to find an apprenticeship very close to home, therefore the 'Distance from home' option can be very useful (2).

Another popular ranking is by 'Weekly wage' (3).

You can select as many vacancies as you like before proceeding to the next page.

Having selected some vacancies you are now presented with your 'Shortlist'.

The map at the top indicates the location of each apprenticeship chosen – check that they are close enough to your home for a commute.

A notification informs you of the number of vacancies you have chosen – in this case I must delete 4, to narrow my choices down to the required 5 (1).

Scroll down to see profiles of your shortlisted vacancies.

The profile shows information about dates, qualifications required, skills required.

Scroll down to see more..

Further useful information includes some quick facts, a job description and the specific training that you will undertake as part of that apprenticeship.

If on closer inspection you decide that a vacancy isn't suitable, you can remove it by clicking the delete button (1).

Once you have narrowed your choices down to 5 vacancies, click the green 'save' button!

It is very important to always save your shortlists so that form tutors can access them and you can look back on them for reference.
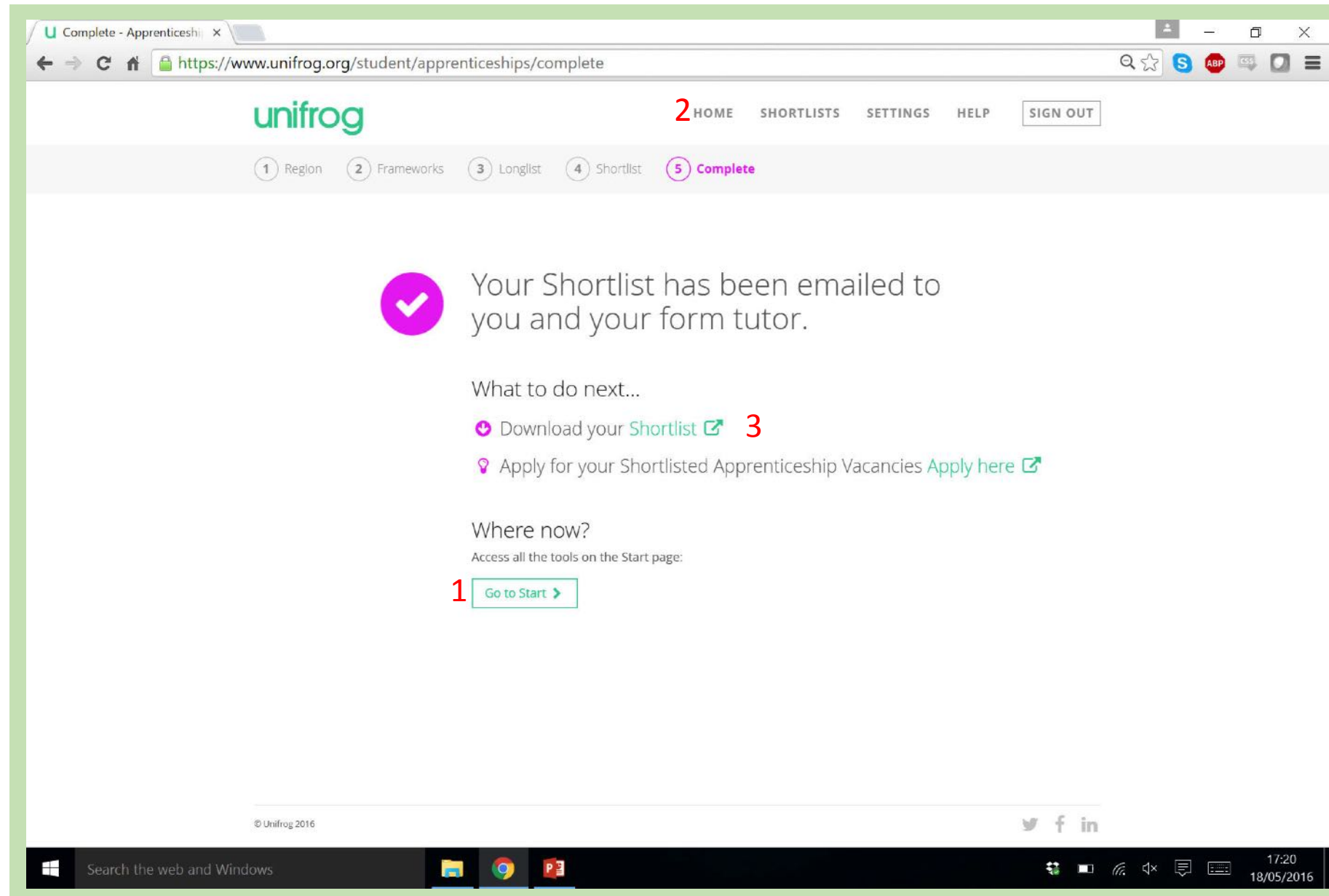
Clicking 'Save' emails the shortlist to you tutor and saves it to your 'Shortlists' tab at the top of the page.

You can repeat the search process and use the apprenticeship tool many times to find the best vacancies. They are updated every 24 hours so there are often new ones available.

To access the homepage and use any of the tools again, click 'Go to Start' or 'Home'. (1) or (2)

This is the downloaded PDF version of your shortlist.

It contains additional and in depth information about each vacancy.

Scroll down to see all the info.

A great feature of these shortlists is the option to directly 'Apply' for the vacancies.

Clicking the green 'Apply' button will bring you through to the relevant website for submitting your application (1).

Upon clicking the 'Apply' button from your PDF shortlist, you are brought to a 'Ready to apply' page.

It reminds you of things you may need to address before you apply – preparing a CV and cover letter, what to expect in an interview, and what further assessment may be needed (1).

If you feel you are ready to apply, click the green 'Apply here' button, and your journey begins! (2)