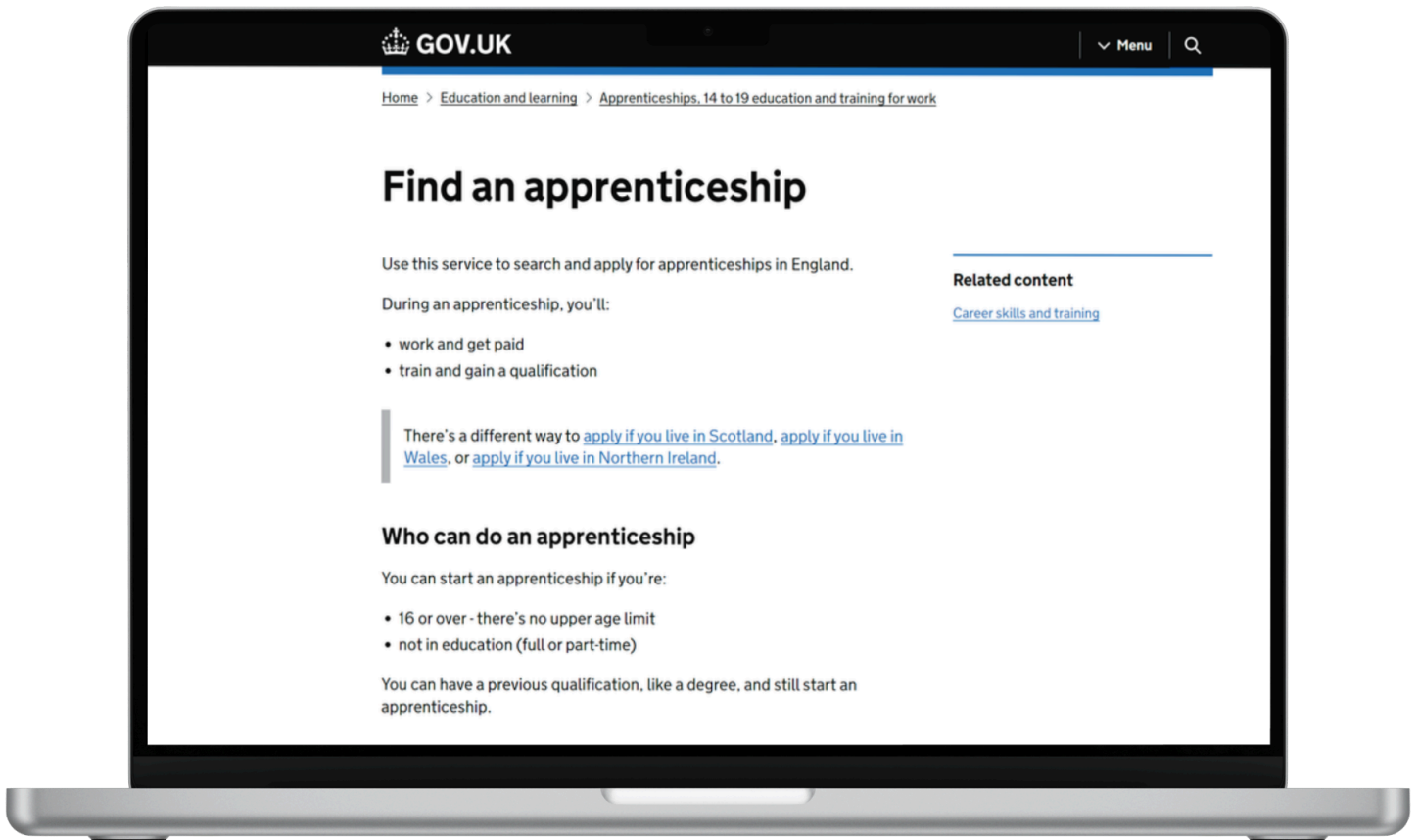




A STEP BY STEP GUIDE TO SETTING UP AN ACCOUNT ON FIND AN APPRENTICESHIP

The government apprenticeship vacancy service
Version 1: August 2024



Find an apprenticeship

Find an apprenticeship is the government portal for apprenticeship vacancies in England

Each year, thousands of vacancies are advertised through this site by employers who are seeking apprentices to join their organisations.

Some of the key benefits include:

- Free of charge to use.
- Secure government platform.
- Search thousands of different job roles throughout England.
- Manage multiple applications simultaneously.
- Receive feedback if unsuccessful.

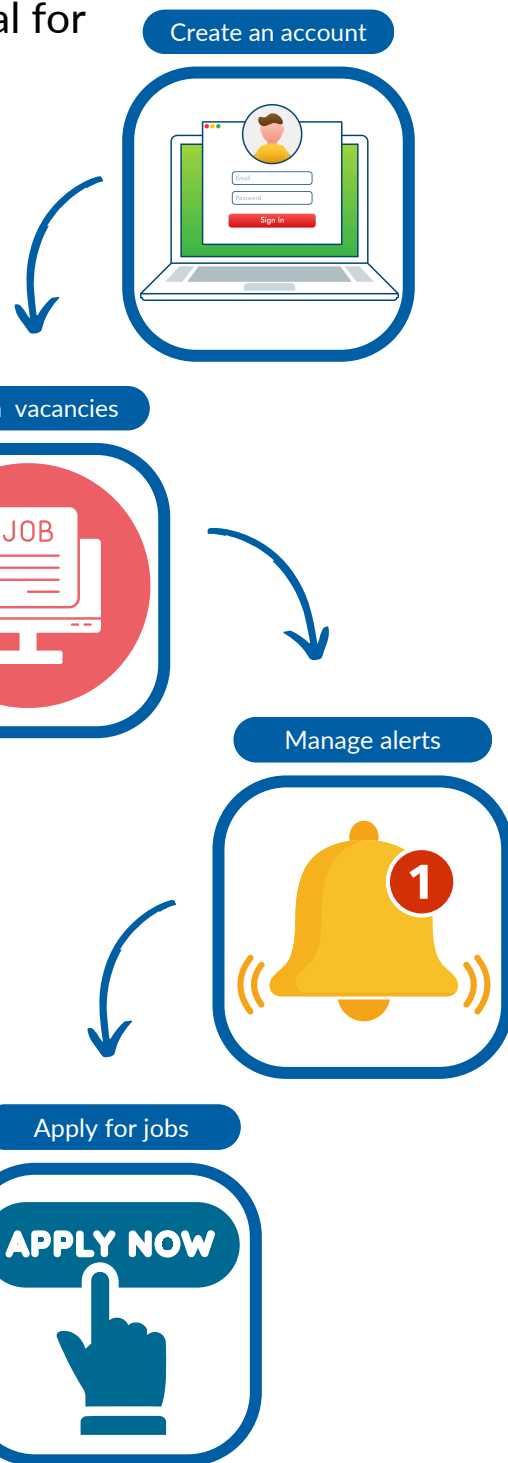
This guide sets out the process to follow in order to create an account on the site.

Before you start

To create an account on Find An Apprenticeship, all users will need to create a GOV.UK One Login with the same email address that you use for Find an apprenticeship. All your account information will automatically be transferred to your GOV.UK One Login.

To create an account, users will need the following:

- A personal email address.
- Access to a mobile phone and/or access to a computer/laptop.



STEP 1: CREATE A GOV.UK ONE LOGIN

Create a GOV.UK One Login

The Government is changing the way that users can access online services. All individuals will be required to create a GOV.UK One Login before creating an account on **Find an apprenticeship**.

Follow the steps set out below.

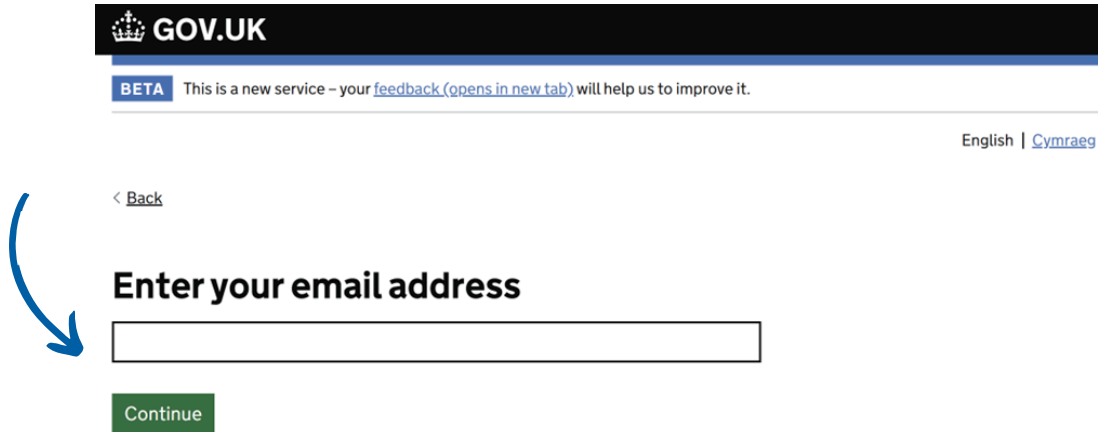
Visit <https://signin.account.gov.uk/sign-in-or-create> or scan the QR code. Click on the 'Create your GOV.UK One Login' button.

The screenshot shows the GOV.UK One Login sign-in page. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner reads "BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it." In the top right corner, there is a link for "English | [Cymraeg](#)". The main heading is "Create your GOV.UK One Login or sign in". Below this, there is explanatory text: "You can use your GOV.UK One Login to access some government services. In the future, you'll be able to use it to access all services on GOV.UK. You'll need: • an email address • a way to get security codes - this can be a mobile phone number or an authenticator app". A blue arrow points from the text "You'll need:" down to a green button labeled "Create your GOV.UK One Login". Below this button is a grey button labeled "Sign in". At the bottom, there is a link: "[Services you can use with GOV.UK One Login \(opens in new tab\)](#)". On the right side of the page, there is a large QR code with a black border and a black bar at the top that says "SCAN ME".

STEP 2: ENTER YOUR EMAIL ADDRESS

Enter your email address.

Please note - this will also be your email address for your **Find an apprenticeship** account so it is best if it is a personal email address (not school or college).

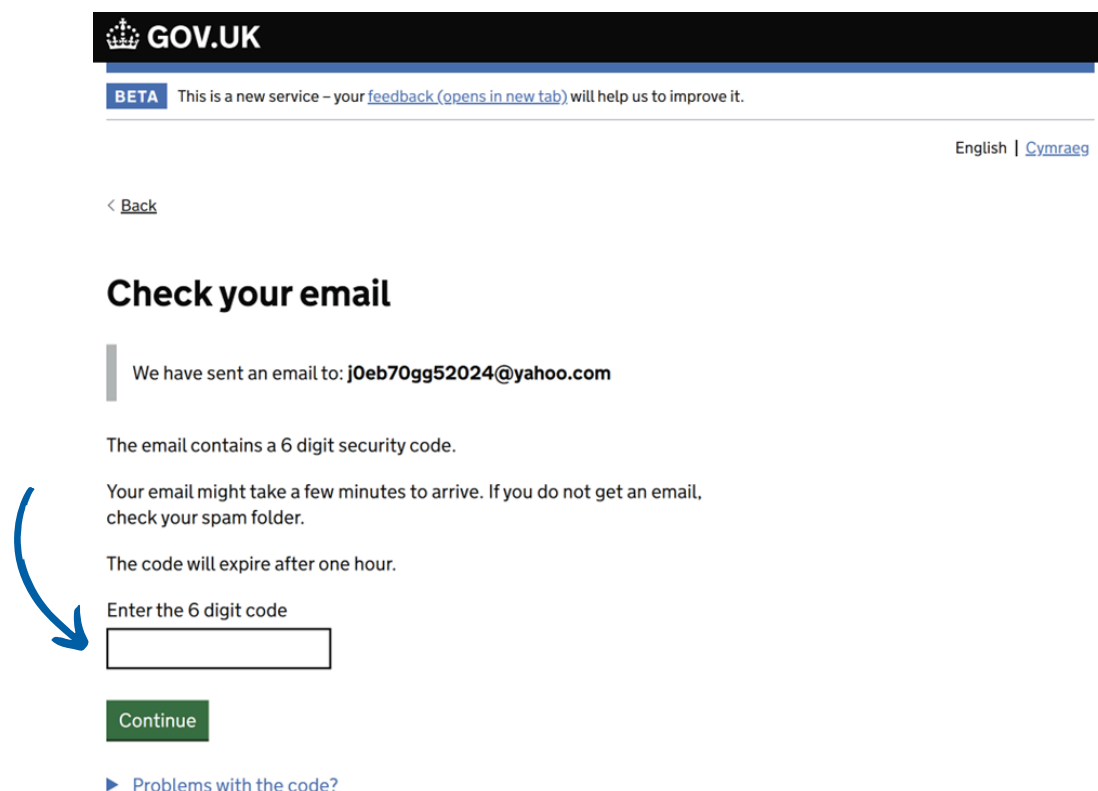


The screenshot shows the GOV.UK website header with the logo and a 'BETA' notice. Below the header, there is a language selector for 'English | Cymraeg' and a '< Back' link. The main heading is 'Enter your email address' with a blue arrow pointing to a text input field. Below the input field is a green 'Continue' button.

STEP 3: RETRIEVE YOUR CODE

Retrieve your 6 digit security code.


Please check your email and retrieve the 6 digit security code that has been sent through.



The screenshot shows the GOV.UK website header with the logo and a 'BETA' notice. Below the header, there is a language selector for 'English | Cymraeg' and a '< Back' link. The main heading is 'Check your email'. Below the heading, there is a message: 'We have sent an email to: j0eb70gg52024@yahoo.com'. This is followed by instructions: 'The email contains a 6 digit security code.', 'Your email might take a few minutes to arrive. If you do not get an email, check your spam folder.', and 'The code will expire after one hour.' Below these instructions is the text 'Enter the 6 digit code' with a blue arrow pointing to a text input field. Below the input field is a green 'Continue' button. At the bottom, there is a link: '▶ [Problems with the code?](#)'.

STEP 4: CREATE A PASSWORD

Create a password for your One Login account.
Please note the requirements for characters, letters and numbers.



GOV.UK

BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

English | [Cymraeg](#)

Create your password

Enter a password

It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.

[Show](#)

Re-type password

[Show](#)

▶ [How to create a secure password](#)

Agree to the GOV.UK One Login terms of use


By continuing, you confirm that you agree to our:

- [privacy notice \(opens in a new tab\)](#), which explains how we use your personal information
- [terms and conditions \(opens in a new tab\)](#)

[Continue](#)

STEP 5: SELECT YOUR PREFERENCES

Select how you would like to receive security codes.
If you select authenticator app, please note you will need to download this.



GOV.UK

BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

English | [Cymraeg](#)

Choose how to get security codes

You'll need to enter a security code when you sign in to GOV.UK One Login.

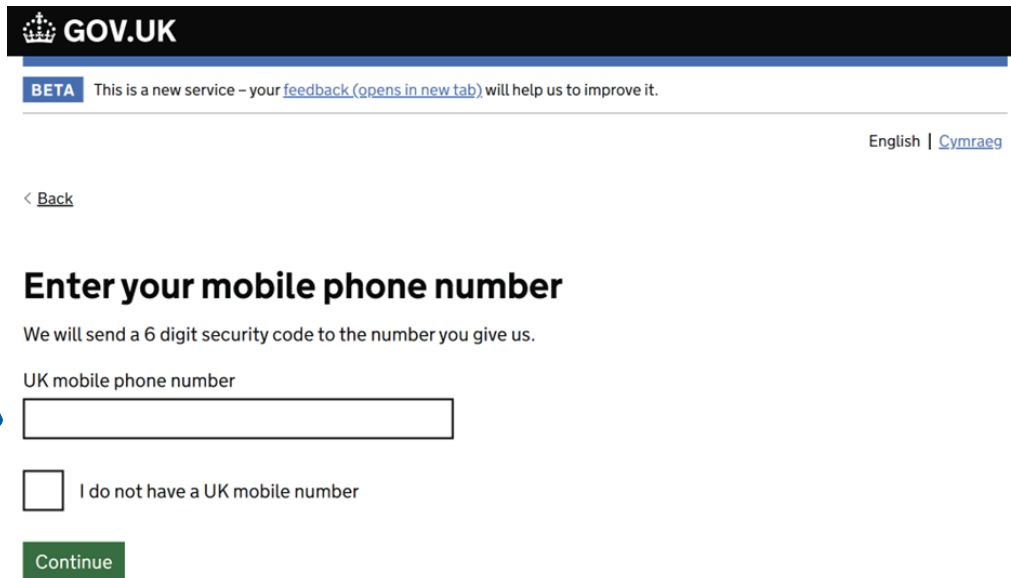
Text message

Authenticator app for smartphone, tablet or computer

▶ [What is an authenticator app?](#)

STEP 6: TEXT MESSAGE

If you selected text message, please enter your mobile phone number.



GOV.UK

BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

English | [Cymraeg](#)

[< Back](#)

Enter your mobile phone number

We will send a 6 digit security code to the number you give us.

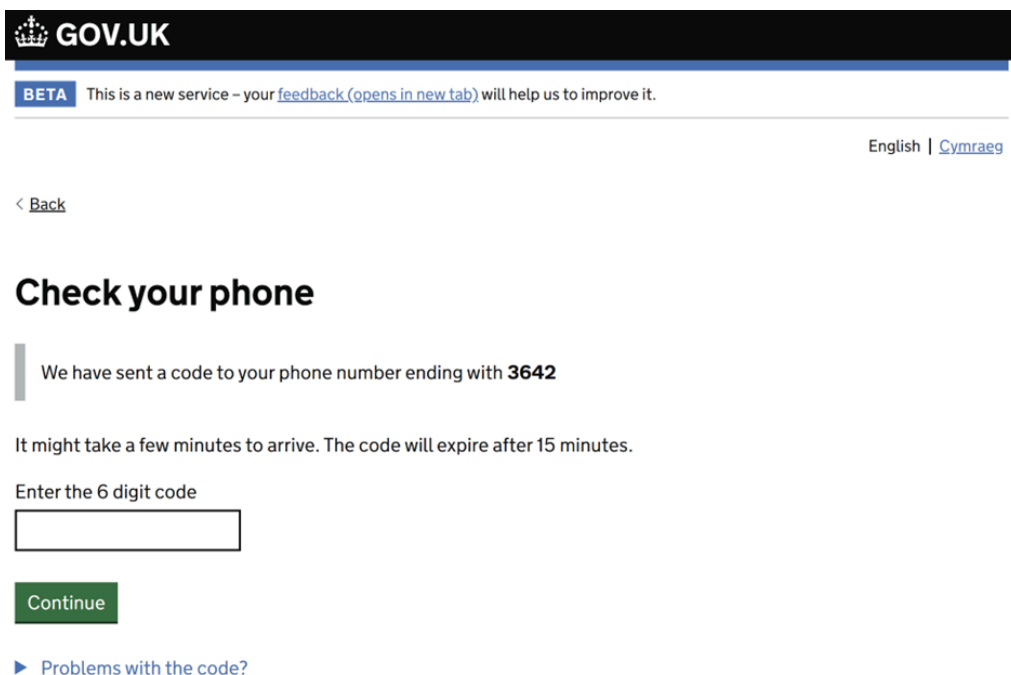
UK mobile phone number

I do not have a UK mobile number

[Continue](#)

STEP 7: ENTER THE CODE

Enter the code that has been sent to your phone.



GOV.UK

BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

English | [Cymraeg](#)

[< Back](#)

Check your phone

We have sent a code to your phone number ending with **3642**

It might take a few minutes to arrive. The code will expire after 15 minutes.

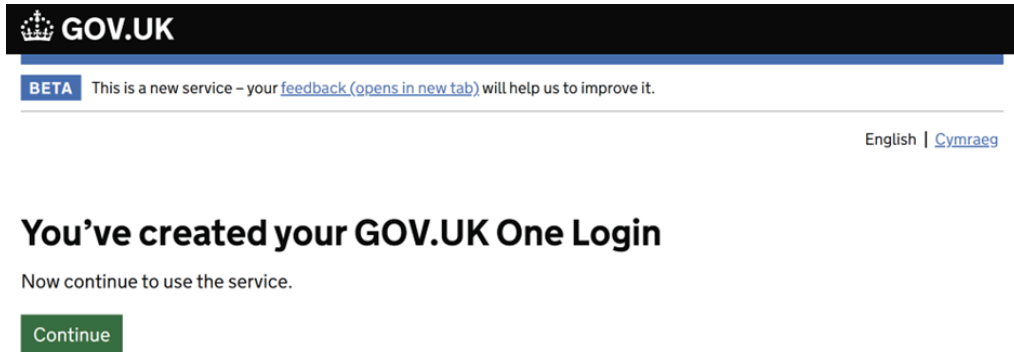
Enter the 6 digit code

[Continue](#)

[▶ Problems with the code?](#)

STEP 8: CONGRATULATIONS

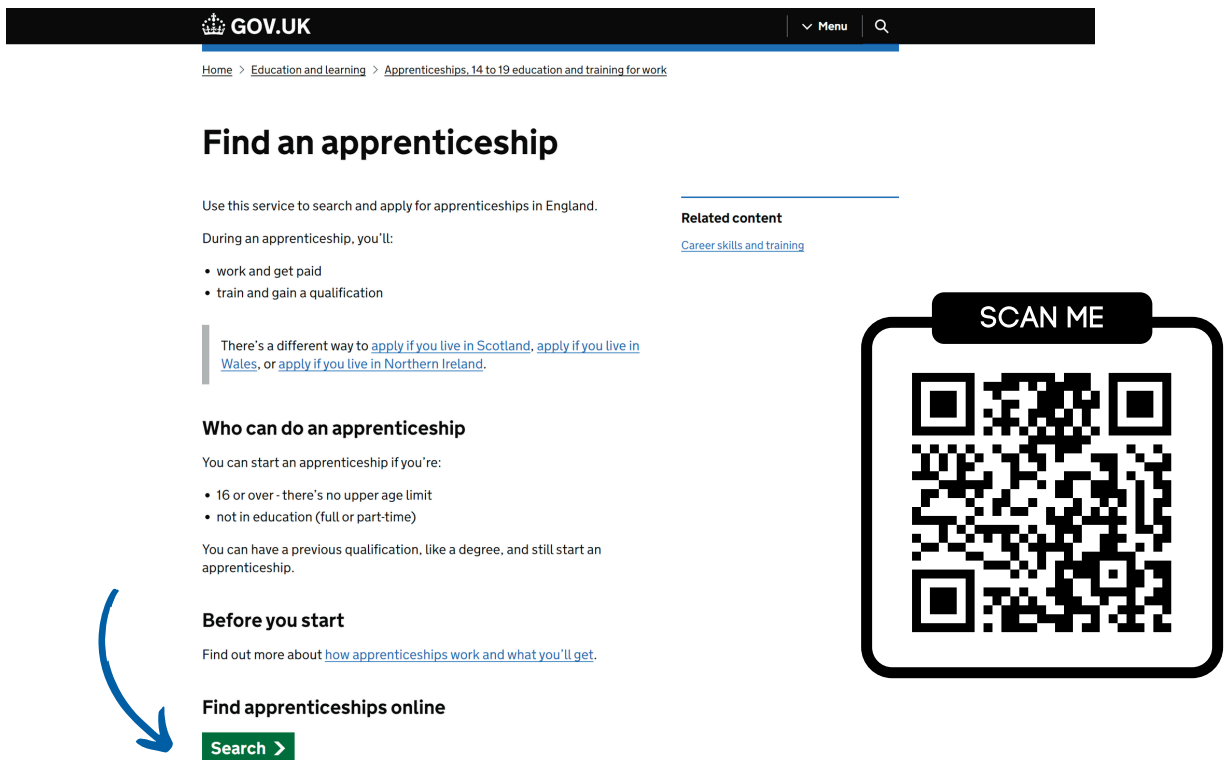
Congratulations. You have now created your GOV.UK One Login account.



The screenshot shows the GOV.UK logo at the top left. Below it is a blue banner with the text "BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it." In the top right corner, there are links for "English" and "Cymraeg". The main heading is "You've created your GOV.UK One Login" followed by the instruction "Now continue to use the service." and a green "Continue" button.

STEP 9: VISIT FIND AN APPRENTICESHIP

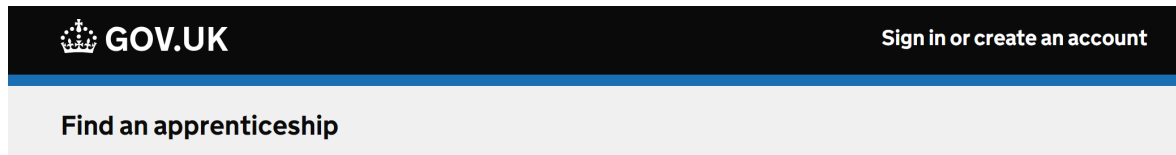
Go to the **Find an apprenticeship** site, or scan the code below.
<https://www.gov.uk/apply-apprenticeship>



The screenshot shows the GOV.UK website page for "Find an apprenticeship". The breadcrumb trail is "Home > Education and learning > Apprenticeships, 14 to 19 education and training for work". The page title is "Find an apprenticeship". Below the title, it says "Use this service to search and apply for apprenticeships in England." and "During an apprenticeship, you'll:" followed by a list: "• work and get paid" and "• train and gain a qualification". A note mentions alternative links for Scotland, Wales, and Northern Ireland. There are sections for "Who can do an apprenticeship" and "Before you start". A blue arrow points from the "Before you start" section to a green "Search >" button. On the right, there is a "Related content" section with a link to "Career skills and training". A large QR code is displayed in a black frame with a "SCAN ME" label above it.

STEP 10: LOG IN TO YOUR ACCOUNT

If you haven't already, you can now create your Find an Apprenticeship (FAA) account. Click on 'Sign in or create an account'.



Important

We've updated Find an apprenticeship.

We've made it easier to search and apply for apprenticeships in England.

Search apprenticeships

20,287 apprenticeships currently listed

What	Where
Enter a job or company	Enter a city or postcode
<input type="text"/>	<input type="text"/>
Search	Browse by your interests instead

You will be prompted to enter your GOV.UK One Login details and will be required to authenticate your account by text message or authenticator app.

Once complete, you will then have access to your Find an apprenticeship account. This will always be linked to your GOV.UK One Login account.

USING FIND AN APPRENTICESHIP

When you log into your Find an Apprenticeship account, a screen will display as below. You can use the quick search function (What and/or Where) and you can also click on 'Search' to access more detailed filters and options.

GOV.UK GOV.UK One Login Sign out

Find an apprenticeship **Search** Saved vacancies Your applications Settings

Search apprenticeships

20,287 apprenticeships currently listed

What Enter a job or company

Where Enter a city or postcode

Search [Browse by your interests instead](#)

TOP TIPS TO REMEMBER...

- Find an apprenticeship is a live jobs site. It will show current vacancies (but not those that have already closed and been filled).
- Manage your alerts to ensure that you stay up to date when new vacancies are added that match your search criteria.
- Look out for new features that will be added to the site over the next year including a brand new 'favourites' function.