



CAREER SERVICES

THE ENTRANCE EXAM EXPERTS



APPRENTICESHIP PREPARATION COURSE FOR SCHOOLS



Course Objective:

To provide students with the knowledge, confidence, and motivation to enable them to successfully apply and prepare for **apprenticeship opportunities** in the Irish jobs market.

What's Covered:

- Overview of Apprenticeship Opportunities
- Application Forms, CVs and Cover Letters
- Psychometric Test Preparation
- Competency Based Interview Skills

Delivery Method:

- 3-5 hour webinar*
- Printed workbook
- E-Learning platform

* We can offer a 3 or 5 hour webinar session depending on the preference of the school

Course Target Group: Students (4th, 5th & 6th years)

Course Benefits:

- Positive impact on students' learning aspirations and/or personal development.
- Help individuals from disadvantaged areas to access employment opportunities by helping them to gain skills to prepare for a competitive labour market (i.e. more job ready).

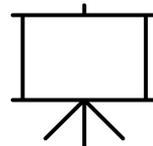
In the following pages, we have outlined what is involved in each of the three delivery methods outlined above.



Live Webinar (3-5hrs*)

**duration of webinar can be 3 or 5 hours at the discretion of the school*

This is the live element of the apprenticeship course. The webinar introduces the fundamental skills that students will have to utilise in order to gain employment as an apprentice.



Modules covered:

- Overview - types of apprenticeships, the recruitment process, and how to apply
- Application Forms, CVs, and Cover Letters
- Psychometric Tests
- Competency Based Interviews

Our expert tutor and moderators use engaging slides, chat communications, and regular Q&A opportunities to ensure that interested students are fully engaged throughout the webinar.

Technical Considerations

School will require a reliable internet connection.

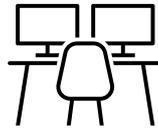
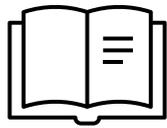
Students can attend using individual computers or can attend as a class using a shared computer and projector. If a class is using a shared computer/laptop and screen, speakers should be used so that the sound is clearly audible for all attendees. If students are using individual computers in a computer lab, it is advised that students use earphones at each individual device.

Our webinar software is easy to use, does not require downloads, and is compatible with PCs, laptops, and mobile devices. Students and/or guidance counsellors are emailed a login link to join the live webinar.



Webinar Workbook (6+hrs)

The 80+ page workbook is posted to schools in advance of the webinar.



The workbook has two functions:

1. It acts as a guide and reference point for students during the webinar. We understand that some students may find it difficult to focus for extended periods during the webinar. With this in mind, the tutor will regularly reference material in the workbook. The flow of the workbook is intuitive, so even if students lapse attention for a short period, they will quickly be able to refocus on the workbook and the tutor's explanations.
2. After the webinar, the students can use this standalone workbook to reinforce their learning. The workbook contains exercises that help them to incrementally progress towards writing an effective application form, CV, and cover letter. The workbook also guides students on how to prepare for an apprenticeship style competency-based interview using a step-by-step process.

The different stages of the recruitment process may be months apart, so students are encouraged to safely store their workbooks until they have successfully gained employment.

All workbooks are printed using 100% recycled paper.



E-Learning Platform (40+ hrs)

Students are provided with 12 months access to our award-winning e-Learning Platform.



Students can view instructional video lessons that will coach them to perform well in psychometric tests. These tests are used by many large organisations to recruit hundreds of apprentices each year. After the lessons, students can practice timed and untimed tests to get used to the difficulty levels.

Our research informs us that students who familiarise themselves with the psychometric tests on with our e-learning platform score significantly higher in recruitment competitions - like those for the ESB in comparison to general applicants.

Finally, there is an in-depth competency-based interview module to help them to prepare for a successful interview experience.

Modules covered:

- Video tutorials and practice tests
- Personality Questionnaires
- Verbal Reasoning
- Numerical Reasoning
- Abstract Reasoning
- Other aptitude tests - Mechanical, Spatial, etc.
- Competency Based Interview Module
- Recording of Webinar



Additional Information

How much does the course cost?

The total cost of running a course is **€1,800**. This includes course delivery, provision of study workbook packs, and 12-month access to the e-Learning platform.

For a group of 40 students (which is our average class number) this works out at €45 per student. This is a discount of €85 off the normal course price which is selling to members of the public on our website for €130 per student.

Some schools partner-up to avail of this service. If you feel that your school does not have enough participating students to make the course financially viable, you are welcome to organise this with another school.

10% Discount on First Course

We are offering a once off 10% discount on our course to schools who are running our preparation course for the first time.

This will bring the cost of running the course down to €1,620.

How long is each course?

We can work with you to arrange times based on your school start time and lunch breaks. An example schedule is provided below (for a 3hr session):

9:10am -10:00am

Presentation - Part A - Apprenticeship Opportunities & Overview

10:00am - 10:05am

5 min break

10:05am - 11:00am

Presentation - Part B - Applications

11:00am - 11:15am

15 Min Break

11:15am -12:30pm

Presentation - Part C - Psychometric Tests

Presentation - Part D - Apprenticeship Interviews



When would the course take place?

We would liaise with the school to decide on the preferred date. The interactive webinar is delivered at a date and time of your choosing. Access to the e-Learning platform would be for 12-months from this date.

How many trainers deliver the course?

One of the following trainers would run the course:

1. Patrick Nealon
Position: Head Tutor/Instructional Designer
Qualifications: BEng. in Structural Engineering, Level A and Level B in Occupational Test Use, Member of the British Psychological Society
2. Eddie Nealon
Position: Managing Director
Qualifications: BSc. in Computer Science, Post Graduate Certificate in Education, Level A and Level B in Occupational Test Use, Member of the British Psychological Society

What experience does your company have?

We have been providing preparation courses since 1987 and our expert tutors are accredited and qualified to the highest relevant standards. The experience and full time professional capacity of the Career Services team is second to none. Combined qualifications consist of M.A, M.Ed., M.Sc. in B.I.S., B.A, B.Sc., B.Eng, D.C.G. (Dip in Career Guidance), H.D.E., P.G.C.E., and A.D.E.M. Over the years, we have prepared tens of thousands of students for assessments and interviews for entry into various careers in the public and private sectors.

More Questions?

Please do not hesitate to contact us at **028-22977 / Freephone 1800 212 212**
or email info@careerservices.ie



Testimonials

"They got a lot from today's session and Eddie explained everything really well for them and gave apprenticeships the status they deserve. Thanks again for making this such an easy and informative session." ~ **Angela McLaughlin, Carndonagh Community School**

"We have been using Careers Services courses for the past few years. We have always found them highly professional, helpful and very accommodating. Three of our students have gotten apprenticeships with the ESB and said the course was what helped them prepare the most. They were very impressed with the level of preparation involved."

~ **Ailis Ní Áinle, O'Carolan College**

"I can honestly say going to the apprenticeship preparation course helped me to secure my ESB apprenticeship. I did not know what to expect from the aptitude tests or the interview before attending the course. I learned so much at the course and left feeling confident about my aptitude tests and the interview. I used what I learned at the course and was successful. I cannot thank Career Services enough for helping me to succeed with my apprenticeship"

~ **Liam O' Driscoll, Co. Cork**

"A huge shout out to Career Services for helping me achieve my dream job as an apprentice aircraft mechanic. The apprenticeship preparation course was a huge asset to me and allowed me to approach the aptitude tests and interviews with huge confidence allowing me to do well in them. This therefore unlocked a new stage of my life as an aircraft mechanic. My tutor for the day brilliantly broke down what the aptitude tests required, and the booklet allowed me to adequately prepare in advance for the interview. Once again thanks for the great help"

~ **Sean Meaney, Co. Clare**

"I feel that attending the apprenticeship course was a great help to me in securing my EIR apprenticeship. I was unsure as to what the aptitude tests and interview stage entailed before attending this course. I learned so much from the clear explanation given by the tutor at the course and I felt much more confident about my aptitude tests and interview. I used the knowledge I gained at the course for each assessment stage and thankfully I was successful. I would like to give a big thank you to career services for helping me succeed with my apprenticeship"

~ **Megan Banahan, Co. Roscommon**

"I am delighted to say that the apprenticeship preparation course helped me in getting my plumbing apprenticeship. Before I did the course, I was unsure about the aptitude test, I found the course very helpful, easy to understand and would one hundred percent recommend the course to anybody looking to get the apprenticeship that suits them"

~ **Adam Loughlin, Co. Meath**

