

The full 101 Amazing Apprenticeship Activities for Schools resource can be accessed for free on our website: [www.amazingapprenticeships.com/resources/101-amazing-apprenticeship-activities](https://www.amazingapprenticeships.com/resources/101-amazing-apprenticeship-activities)

### ACTIVITY OVERVIEW

The best way to manage your account on Find an apprenticeship is to set up the alerts function so that you receive text messages or emails when new jobs are added that you might be interested in. Follow the steps below to set up and manage your alerts.

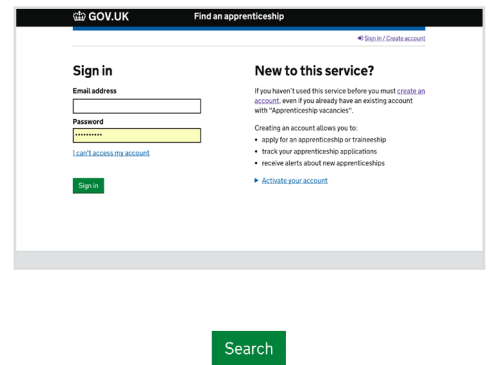
### SETTING UP ALERTS ON FIND AN APPRENTICESHIP

**Step 1:** Log into your account on Find an apprenticeship  
<https://www.gov.uk/apply-apprenticeship>

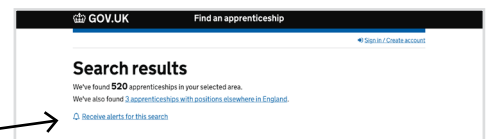
**Step 2:** Create a search using the fields provided  
Enter the following details:

- A Keyword
- Your location or postcode
- The radius that you wish to search in miles
- If there is a level (or leave as All)

Then click on the 'Search' button

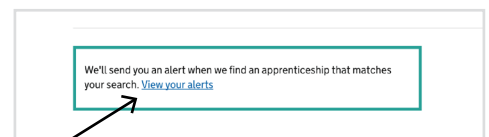


**Step 3:** When you are happy that you have set up the correct search fields with your criteria, look in the top left hand corner of the screen and you will see a small bell symbol and a line of text that says 'Receive alerts for this search' (see here)



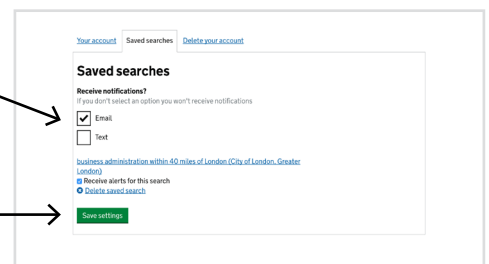
**Step 4:** Click on the line of text that says 'Receive alerts for this search' and you will be taken to a new window.

**Step 5:** A message will appear at the top left side of the screen in a green box with a message saying that you will be sent an alert when the system finds any apprenticeships matching your search criteria.



**Step 6:** Click on the section of this message that says 'View your alerts' (see image) and a new page will open.

**Step 7:** In this new page, you can select whether you will receive your alerts by email message, text message or both. You can also delete any old searches.



**Step 8:** Remember to click on the button that says 'Save settings' so that your changes are confirmed.

**Step 9:** You will then see a message at the top of the screen that confirms that your settings have been updated.