



Llywodraeth Cymru  
Welsh Government



**Make a  
Difference  
with us**

## **Apprenticeship 2019**

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**Guidance in writing  
your application**

**[gov.wales/apprentices2019](http://gov.wales/apprentices2019)**

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This guide can help you write your evidence for the application for the Welsh Government's Apprenticeship Scheme.

## 1. Introduction

The application form you have been asked to complete contains a number of sections in which you are expected to give important personal details, e.g. confirming your eligibility, your current/most recent employment details.

You will also need to provide us with a personal statement answering three separate questions showing that you have the skills, abilities and other personal qualities needed to do the job.

Getting your evidence right is essential as sift and interview panels will use your responses to the questions to assess your suitability for the scheme and to compare you against other applicants.

### **Your evidence should be:**

- **truthful and based on fact**
- **grammatically correct**
- **spelt correctly**

## 2. Preparation

Before writing anything, you should read all the information paying particular attention to the job description.

You should also look closely at all the information in the application form so you can take this into account when answering your questions. Read each question carefully to make sure you are answering the question fully.

Do some research on the organisation and think about how you would be suitable for the apprenticeship. Try and show your suitability and enthusiasm for the apprenticeship. Think carefully about the job description in the advert and what skills and experiences you have that would be useful during the apprenticeship.

<b>Stronger examples tend to:</b>	<b>Weaker examples tend to:</b>
Fully demonstrate the competency or behaviour being asked for.	Only partly demonstrate the competency being asked about.
Impact on customers, groups of people, or the organisation as a whole.	Impact on only a few people or a small team.
Support key organisational objectives and priorities such as the organisation's vision, business strategy etc.	Have little or no direct link to anything at a strategic or organisational level.
Include evidence of a quantifiable improvement backed up by some data.	Contain little firm evidence or data demonstrating positive outcomes and impact.

### 3. Writing your evidence

#### **Make sure:**

- **Your answers show your motivations for applying**
- **You clearly demonstrate why you would be suited to the role**
- **You includes full examples that allows you to demonstrate the key tasks and skills listed in the advert, rather than listing your experiences**
- **That you meet, but do not exceed the overall word count**
- **That you write an equal amount for each question in the application form.**

#### **You don't always need to start from scratch**

You probably already have a good idea of your skills and previous experience, but some good places to look for inspiration include:

- **previous job applications**
- **your appraisal documentation / record of achievements documents**
- **any times you were singled out for specific praise or recognition**
- **referring to your diary, both work and social**
- **reading through positive feedback you received**
- **talking to a manager, teacher, or coach**

Only you will be able to come up with the answers in your application form, but of course people who know you well will be able to help so ask them for their suggestions too.

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## Reasonable Adjustments

We offer reasonable adjustment at all stages of our recruitment. Please ensure that you make us aware as soon as possible if there is any adjustment that you may need to complete your application or at interview. As an Employer we offer Disability Confident Interview Scheme.

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements for the post.

Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”). We guarantee to interview anyone who is disabled, whose application meets the minimum criteria for the post.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please contact the [sharingservicehelpdesk@gov.wales](mailto:sharingservicehelpdesk@gov.wales).

As an example, please see below some of the adjustments we have offered in the past. These examples don’t include all impairments, and they are only examples; we know that individual requirements differ and other adjustments may be available to meet your particular needs. We can only work with you to arrange adjustments if we are made aware of your requirements prior to your application submission or interview. We are committed to the employment and career development of disabled people and encourage you to talk to us about adjustments if you need them.

- **Autism (ASD)** - Autism spectrum disorder (ASD) - questions may be re-worded to include language that is appropriate and we can alter the environment to be suitable to your needs.
- **Visual Impairment** - Visual impairment – Applications in Braille can be requested and a guide can be offered for interview.
- **Myalgic Encephalomyelitis (M.E.) / Chronic fatigue syndrome (CFS)** – A suitable time for interview can be offered to suit the needs of the individual.
- **Deaf / Hearing Impairment** – We can organise for an interpreter to attend the interview or we may use a qualified panel members that uses≈sign.
- **Dyslexia** – More time can be provided at interview or for any assessments. The language of the application has also been drafted to ensure it is clear and informative.

Mobility Impairments and Access Requirements can all be catered for too.