

# 9 steps to recruiting an Apprentice

## Identify

• The first step in the process of recruiting is to **IDENTIFY** the requirement to fill a vacancy within your team. This may arise from a variety of circumstances - you may need additional resource and therefore wish to create a new post or you may identify a vacant post in your team that could be converted into an apprenticeship opportunity. In any case, you will need to ensure you have funding for the post. It may be possible to access central funding if wish to support a disadvantaged individual with an apprenticeship.

## Contact HR

• In order to assist with your recruitment campaign, please **CONTACT** Human Resources. We'll discuss the details of your vacancy and determine whether if there are appropriate apprenticeship standards available. We'll provide you with the resources and information to ensure you can make an informed decision as to whether creating an apprenticeship opportunity is right for you. You may be required to create a new job description and have this evaluated so allow time for this step. Again, HR will assist you through these steps.

## Advertise

• Apprenticeships are usually **ADVERTISED** internally and externally simultaneously unless it is linked to a career opportunity which should then be advertised internally to existing staff initially. Entry level apprenticeships tend to be paid at the age appropriate minimum wage with a view to moving to the formally evaluated WBC grade upon completion. For higher level apprenticeships it is likely they will be paid the WBC grade or at the starting point of a career graded structure. Existing staff who remain in their substantive role (rather than apply for a new role) and start an apprenticeship for developmental reasons will remain on their existing grade.

## Shortlist

• **SHORTLISTING** should take place in line with standard recruitment processes using the online shortlisting facility unless it has been agreed to conduct work trials as part of the shortlisting process - this would normally only be used where a vacancy has been ring fenced for a disadvantaged apprenticeship for someone with SEND and in agreement with HR.

## Interview

• **INTERVIEWS** should be conducted as per the standard recruitment process - HR can help advise on what activities are appropriate as part of the selection process. You could also consider work trials instead of formal panel interviews however you will need to set out objective criteria to assess each candidate against to ensure equity. Consider how you set up the room for interviews as many applicants applying for an apprenticeship will have limited experience and may find formal interviews intimidating and be more nervous.

## Appoint

• Once you have **APPOINTED** to the vacancy you will need to provide the individual with a copy of the Expressions of Interest form to complete and return to HR (this provides valuable information for progressing the apprenticeship and ensures all are committed to the learning as well as understanding how it relates to the role). Ensure HR are made aware of any additional support the individual may require so you can be signposted accordingly. HR will confirm once all pre-employment checks have been obtained and are satisfactory at which point you can arrange a start date.

## Onboard

• Once your Apprentice has started, HR will arrange for them to **ONBOARD** onto their apprenticeship at the beginning of the next available cohort with the selected training provider. Apprenticeship agreements and commitment statements will need to be signed by both line manager and learner before studying commences. HR can arrange for a job coach/mentor to be assigned outside the service to provide further support, this can be particularly helpful if they have additional needs. The service could also consider assigning a buddy from within the service.

## Support

• Alongside probation assessments and regular supervisions, it is expected that you will continue to **SUPPORT** your apprentice through their journey. You will be required to participate in development meetings with the training provider and apprentice to ensure they continue to be well equipped and supported. In addition to this apprentices are also assigned a mentor by the apprenticeship coordinator as an additional means of support. You will need to ensure adequate time for off the job training - advice can be found on the intranet or contact HR.

HR contact details:

☎ 01635 503033

✉ [HREnquiries@westberks.gov.uk](mailto:HREnquiries@westberks.gov.uk)

**DELIVERING APPRENTICESHIP OPPORTUNITIES FOR WEST BERKSHIRE**



Getting paid while you learn might sound too good to be true, but as an apprentice you really do get the best of both worlds

# Useful Links

[Apprenticeships](#)

[Current Apprenticeship Standards](#)

[Expressions of Interest form](#)

[Job Evaluation Advice](#)

[Off the job training](#)

[Probation and Induction](#)

[Recruiting and Selecting Staff](#)



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