

Step by step guide to recruiting an apprentice

Employer creates a job description and contacts the training provider of their choice (if the training is not something that the provider can offer then they will refer you to the National Apprenticeship Service).
If you are unsure about which Apprenticeship or which training provider then contact Careers South West, Barnstaple for impartial advice 01271 378 585



Training provider will register the vacancy on the National Apprentice Service (NAS) website and contact potential candidates on their files to see if they are interested in applying. You also have the option to advertise in the local press.



Details of interested candidates will then be forwarded to the company to choose who they want to interview.



The company then contacts the training provider to tell them who they would like to interview. The company gives the training provider dates and times for interviews and the provider then sets up interviews with the candidates. The candidates will then be sent confirmation letters, travel directions and the vacancy details. The training provider confirms interview details with the company.



Once the interviews have been carried out by the employer, they will then contact the training provider and let them know who they would like to recruit. The employer will give the start date and the training provider will call the learner to tell them that they have been successful and confirm the start date in writing.



The training provider will then confirm that the learner has accepted the position over the telephone and in writing. Whilst confirming this on the telephone, the provider will also book a sign up date for the learner to register for the apprenticeship programme. This will also be confirmed in writing.



The provider will then update the NAS with the details of whether the candidate was successful.

For impartial advice call

101 DAYS

**Careers South West, Barnstaple 01271 378 585
National Apprenticeship Service 08000 150 600**

If you have already identified an individual who would benefit from an apprenticeship:

Employer identifies an individual (can be a current employee) who would benefit from undertaking an apprenticeship programme.



Employer contacts training provider for apprenticeship details (if the training is not something that the provider offers then they will refer you to the National Apprenticeship Service) If you need more information about apprenticeships or training providers contact Careers South West, Barnstaple 01271 378 585



Training provider will arrange to visit the company and carry out an Information, Advice and Guidance session with the interested individual. If more than one interested employee it may be beneficial for an Organisational Needs Analysis to be completed.



When the most appropriate training programme to meet the needs of the individual and business has been agreed with the employer and the prospective learner then the Training Provider will arrange for the individual/s to be signed up to the relevant apprenticeship programme.

A Training Provider can be an independent training organisation or a college who is approved by the Skills Funding Agency to deliver Apprenticeships. Training can be started at any time of the year and can be delivered in a variety of ways and not all apprenticeships require day release.

Some apprenticeships require minimum skill levels and these will be identified at the start of the process.

Training Providers who are accredited through the **matrix standard** provide Information, Advice and Guidance sessions that meet national Information Advice and Guidance standards.

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