

# ULTIMATE APPRENTICESHIP RECRUITMENT CHECKLIST

Whilst you've probably recruited staff before, recruiting an apprentice is different to recruiting regular employees. Our ultimate checklist will help you through the process, step by step.

## 1 Create the job specification and description

- ✓ Includes determining the type of person you're looking for and what, if any, knowledge and experience would help candidates.
- ✓ Job description briefly outlines what the job entails and some wider information about your company.
- ✓ Set clear objectives you want the apprenticeship to deliver for your business. This will help you shape your apprentice to meet your needs, creating a workforce for your future.

## 2 Identify a training provider

- ✓ Research local training provider's who are offering AAT Accounting Qualifications and registered as an End Point Assessment (EPA) venue.
- ✓ Share your job description with the training provider, so they know what sort of person you're looking for.

## 3 Decide how much to pay

- ✓ Apprenticeship salaries are age dependant.
- ✓ Apprentices aged 16–18 can be paid £3.50 per hour and up, from 19 years wages are in line with the **minimum wage**, once the apprentice has completed their first year.
- ✓ Consider the type of work and level of study your apprentice will be expected to complete when setting your salary.

## 4 Register for the Apprenticeship Service

- ✓ This is the online portal you'll need to register for to manage your funding allocations, pay training providers and administer your apprenticeships.
- ✓ **Register** to set up your account.
- ✓ Using the **Skills Funding Agency (SFA) funding tool** you can get an indication of how much funding you'll receive.
- ✓ Check if you're **eligible for a grant and apply**.
- ✓ Sign the **legal agreement with the SFA**, to authorise funding payments to your chosen training provider.

## 5 Advertise the vacancy

- ✓ Work with your training provider to advertising the apprenticeship opportunity.
- ✓ If you haven't identified a training provider, you can advertise on a number of apprenticeship job boards, such as **Emerging Talent by GetMyFirstJob**.

## 6 Interview

- ✓ Try to make interviews as informal as possible, remember this could be the candidates first ever interview. Consider using junior staff during the process.
- ✓ Focus your questions around getting the apprentice to talk about themselves and their passions, as it's likely they'll have very little work experience.

## 7 Create an Apprenticeship Agreement

- ✓ Apprenticeship Agreements became legal requirements in April 2012.
- ✓ The agreement must outline the length of the apprenticeship, what the training the apprentice will receive, their working conditions and the qualifications they're working towards.
- ✓ **Download** an apprenticeship agreement template.

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