

Take on a 16/18 year old and
you will get £1000 incentive.
If you are an employer with
less than 50 employees all
training will be FREE

Recruit an Apprentice - a step to step guide for employers



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See below for Step by Step guide

Recruiting Apprentices

We offer a free of charge apprentice recruitment and selection process, from advertising and screening providing you with a select number of candidates to interview.

When employers have selected and appointed their apprentice, Davidson Training UK Limited will deliver the apprenticeship programme in the workplace, working closely with the employer and apprentice.

Davidson Training will:

- Meet with you to discuss your requirements, identify the apprenticeship funding available to you and the most suitable provision to meet your needs.
- Agree a job description with basic terms and conditions of employment for new apprentices.
- Advertise your vacancy through Recruit an Apprentice to attract potential candidates.
- Screen all applicants.
- Forward candidates to you for interview, using your own selection process.

As the employer, you will be responsible for the following:

- Job role and responsibilities.
- Contract of employment.
- Induction into the role.
- On-the-job training.
- Apprentice salary.
- Time for off-the-job learning.
- Commitment to 12 months for Level 2 and 18 months for Level 3 apprenticeship programmes.
- Commitment to offering employment of a minimum of 30 hours per week.

Once you have made an offer of employment, we will:

- Arrange an appointment to carry out a pre-programme induction and complete all the necessary details.
- Complete an Apprenticeship Agreement and enrolment paperwork.
- Confirm details of induction, trainer visits and e-learning available.

What are apprenticeships?

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

How long do they take?

Depending on the sector and job role, an apprenticeship can take anything between one and two years to complete. It is a package of training and qualifications.

Types and levels of apprenticeships

We offer Apprenticeships in Customer Service Level 2 & 3, Retail Skills Level 2, Level 3 & Level 4, Business Administration level 2 & Level 3 and Management Level 2, Level 3 & Level 4.

Training

This is both on-the-job and off-the-job at an employer's premises, working to learn job specific skills in the workplace. Off-the-job training is combining the training that you may give as part of learning the new role and that we will provide as part of learning a new qualification.

Incentives

£1000 is available to any employer taking on a 16-19 year old apprentice or a 19-24 year old with an EHC plan.



Step 1 – Writing the person specification and job description

A person specification should include essential and desirable knowledge criteria, previous experience and the specific skills you're looking for in the successful candidate. (We can provide examples of these if required)

A job description should include a job title, the main duties and purpose of the role, information about the company and the job location. (We can provide examples of these if required)

Apprenticeship Vacancy Template. In order to advertise your apprenticeship vacancy on '**Recruit an Apprentice**', the job site for apprenticeships, you will also need to complete the apprenticeship vacancy template. (This will be supplied)



Step 2 – Deciding how much to pay and wage incentives

National Minimum Wage - Although the Government has set a National Minimum Wage, we encourage employers to pay a salary that they feel is fair and reflects the level of work and study being undertaken and that will attract the best candidates to apply for your vacancy.

The current National Minimum Wage for an apprentice is £3.50 per hour. This rate increases on an annual basis, typically on 1 October each year. This is the current rate for apprentices under 19 or those in their first year. If the learner is 19 or over and past their first year they are entitled to the National Minimum Wage rate that applies to their age.



Step 3 – Advertising the apprenticeship vacancy

All apprenticeship vacancies should be advertised on "**Recruit an Apprentice**". This is a free service provided to you. It is the official jobsite for apprenticeships in England and enables quality vacancies from employers to be viewed and applied for nationally. It allows candidates to search for vacancies using selected criteria. Davidson Training will manage your vacancy on your behalf and supply you with a template to complete. If you have your own recruitment system you can link "**Recruit an Apprentice**" to this. You are also free to advertise your vacancy in other ways.



Step 4 – Inviting applications

The “**Recruit an Apprentice**” website captures the information that you will require so that it is easy to compare all of the applicants’ skills and experiences. Information captured is; education, qualifications, work experience, main strengths and weaknesses, hobbies and interests, anything the employer can do to support their interview (if selected). The application can be personalised further with the addition of two questions of your choice.

We have a bank of questions that you may wish to refer to.



Step 5 – Shortlisting suitable candidates

As your training provider we can either send ALL copies of applications submitted or perform an initial sift on your behalf to save you time dependant in criteria you require. You can also request your own login to view applications. (We can give further details on how to do this)

Once you have your shortlist, you are free to arrange interviews. Ensure you advise the candidate of the following: Where and when the interview will be taking place, any additional information you would like them to bring along, if you’d like them to do a practical test, ask them to bring suitable clothing/ equipment, the name and job titles of the interview panel members. You should also ask the candidates if they have any special requirements you should be aware of.

Please make sure you notify us of who has made interview and then we can let those know that haven’t, via the “**Recruit an Apprentice**” website. Any feedback to why they didn’t make interview stage would be preferable.



Step 6 – Selecting and appointing the successful candidate

Once you have selected a candidate, a phone call to notify them of their success is good practice, followed by an official ‘offer letter’ offering them the position.

Hopefully, your chosen candidate will accept the position and you can then move on to the formalities of preparing a Contract of Employment and come to a mutual decision on a suitable start date.



Step 7 – Giving feedback to unsuccessful interviewed candidates

You will need to notify us as we can take on the role of notifying any unsuccessful candidate. We will send you either word or PDF documents to complete (simple to complete) and will then pass feedback to unsuccessful candidates on your behalf. Of course if you want to you can give feedback direct. Just let us know



Step 8 – Creating the Apprenticeship Agreement

We can provide this document for you. It will contain the following details

- How long you’ll employ them for
- The training you’ll give them
- Their working conditions
- The qualification they are working towards



Step 9 – Creating the Commitment Statement

This is a document outlining the partnership between, the training provider, the employer and the apprentice. It will contain the following

- The planned content & schedule for training
- What’s expected & offered by the employer, the training organisation & the apprentice
- How to resolve queries or complaints

Positive about disability the “two ticks” positive about disabled people symbol is awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled staff. If you are an employer who is registered for the positive about disabled people two ticks scheme then you will be able to indicate this on the Find an apprenticeship form. This will guarantee an interview for those with a declared disability who are suitably qualified.

FAQ's

How long do I take on an apprentice for?

Apprenticeships must last for at least a year. They can last up to 5 years depending on the level the apprentice is studying.

Can I get funding?

The amount you get depends on whether you pay the apprenticeship levy or not. You pay the levy if you're an employer with a pay bill over £3 million each year.

If you don't pay the levy you pay 10% towards the cost of the training & assessing your apprentice. The government will pay the rest (90%) up to the funding band minimum.

If you pay the levy you'll receive funds to spend on training & assessing. The government will add 10%