

Recruiting an apprentice

To help you start the recruitment process, the government website has a list of apprenticeship providers. The recruit an apprentice service on the government website can be used to advertise apprenticeship job vacancies and manage applications.

The chosen apprenticeship provider can sometimes pass on the details of interested and relevant candidates who can be sifted to check suitability.

The apprentice recruitment process should involve an interview possibly including a practical task, as with a traditional job role.

Remember: For many potential apprentices this may be their first experience of a professional interview.

You may wish to provide the potential apprentice with information about what the process will involve. The government apprenticeships page has a list of considerations from an apprentice's perspective that you may wish to take into account or share with them.

All apprentices must have a contract of employment long enough for them to complete the apprenticeship programme and many employers ensure there is a position available at the end of the apprenticeship. They must also have a job role (or roles) that provides them with the opportunity to gain the knowledge, skills and behaviours needed to achieve the standards required to pass their apprenticeship. Employment can be offered either on a fixed-term or permanent basis.