



Lancashire &
South Cumbria
PRIMARY CARE TRAINING HUB

New Recruit Apprenticeships

Recruitment and Advertising

If a Training Provider supports with recruitment this will be by;

- ❑ Checking job descriptions and person specifications
- ❑ Advertising the vacancy (their website and social media channels)
- ❑ Filtering applications depending on your requirements (optional)
- ❑ Arranging and supporting you with interviews. *We advise you to complete your own interview to determine applicant's suitability for the role, plus the interview with training provider to determine suitability for the apprenticeship programme.*

Once you have a vacancy

- ❑ We can promote this on the [NHScareersnw.co.uk](https://nhs.uk/scareers) site for you
- ❑ You can also advertise on NHS Jobs
- ❑ You can use your apprenticeship service account (DAS) to create apprenticeship adverts. By using the '[Recruit an apprentice](#)' service you will be able to create adverts and easily manage applications in one place. There is also a new task list available, supporting you through the recruit journey.

Recruitment and Advertising (continued)

When advertising for this position it is important to;

- ❑ Include the entry requirements for the apprenticeship programme (e.g. qualifications required and minimum working hours)
- ❑ Remember that all apprenticeship places are subject to passing all application stages. Also, some programme intakes are dependent on minimum numbers. Therefore, we advise that offers of employment are **conditional** until all employer and programme application stages are complete.

Starting your candidate;

- ❑ Ideally, employment should commence about a week before the start of the apprenticeship programme, to allow for induction and settling in. It is recommended that the employment start is as close as possible to the start of the apprenticeship programme, as any learning undertaken prior to the programme commencing cannot be counted as evidence towards the apprenticeship.
- ❑ The employment contract must reflect the apprenticeship role and must cover at least the duration of the apprenticeship. You must be able to extend the contract if the apprentice requires a break in learning, or if the programme is otherwise extended (Re-attempts of failed assignments are usually accounted for within the programme time, however, on occasion, these may extend the programme length).

Finance and Funding

Employers may be eligible for £1,000 funding support if they have a young apprentice

- ❑ Aged 16 to 18 years old
- ❑ Or aged 19 to 24 years old and has an education, health and care (EHC) plan or has been in the care of their local authority

Find out more on the government webpage: [Payments for hiring a young apprentice](#)

Extra support for small employers

The government will fund 100% of the tuition fee (up to the maximum value of the funding band) for employers who employ fewer than 50 people if recruiting a young apprentice. For more details and criteria, please see the [latest ESFA funding rules](#)

Employer National Insurance Contributions

If apprentice is under the age of 25, employer may not have to pay Class 1 Employer National Insurance. *Full details and criteria are found [here](#).*

Resources

- ❑ **Career Starter Apprenticeship Resource Packs.** The Department for Education (DfE), in partnership with the Institute for Apprenticeships and Technical Education (IfATE), have launched a new initiative, Career Starter Apprenticeships. This initiative aims to raise young people's awareness of apprenticeship opportunities. Many apprenticeships are a great opportunity for those looking for their first role after leaving full-time education. Key areas include **Business Administration, Digital Technician and Healthcare**. Resource packs have been created including case studies, details about day-to-day activities, salaries and durations. You can find out more and read the Career Starter Apprenticeship packs [here](#).
- ❑ [Vacancies - NHS Careers NW](#)
- ❑ [Hiring an apprentice \(apprenticeships.gov.uk\)](#)
- ❑ [Using apprenticeships to support workforce supply | NHS Employers](#)
- ❑ [ESFA Apprenticeship Rules and Guidance for Employers](#)