

# THE APPRENTICESHIP RECRUITMENT PROCESS

**1**

## Initial meeting and qualify your vacancy

Our Skills Development Managers work with you to determine the right fit for your business needs. From the right level to the appropriate qualification, and the units apprentices will study. They will also explain the apprenticeship fees applicable and the funding that may be available to your business. We will ensure it fits the business needs, and you understand the delivery options including potential class start dates.

\* 1-2 business days from enquiry

**2**

## Advertise

Once qualified, we will advertise your vacancy through our **free** recruitment service and the National Apprenticeships website. This will include promotion on various websites, job boards and social media platforms if appropriate.

Note: If you are upskilling an existing member of your team, then go directly to step 4.

\* We generally advertise roles for up to 4 weeks, but this can be quicker.

**3**

## Selection and shortlist

We will identify and put forward suitable candidates for your role and work with you to plan the interviews. We can support with interviews and facilitate them on site if required. We will invite the shortlisted candidates for you to interview, and feedback to them once you've made your decision. We can support and discuss additional requirements for your recruitment process.

\* This part of the process can take up to 2 weeks, however we can complete this quicker when possible.

**4**

## Recruit

Congratulations, you've hired an apprentice! We will support you with enrolling them with Northern Skills/TTE. Our delivery team will make contact to discuss training plans and the delivery schedule.

\* If this is related to a scheduled class-based apprenticeship, full details of the start date and enrolment instructions will be provided at this stage.

**5**

## Ongoing support

During their apprenticeship, we will support the learner with their study requirements. Your account manager will be available throughout the term of the apprenticeship with ongoing support through regular catch up meetings to ensure everything is running smoothly.



\* All timings are subject to change, and we aim to complete this process within the time frames provided, if not quicker. If you have your own candidate then the timescales may be reduced.

If you have any questions,  
please contact Northern Skills:  
**[info@northernskills.co.uk](mailto:info@northernskills.co.uk)**  
**03453 40 40 40**