

HOW TO FIND AN APPRENTICE

Apprenticeships are designed by employers to help apprentices gain the skills and knowledge needed in the workplace.

They are available to new staff and current staff who want to retrain or upskill.

Apprenticeships are available at different levels, starting from a GCSE equivalent to a university degree equivalent. Training can last from 12 months to 5 years, depending on the level.

There are over 800 types of apprenticeships across 15 sectors, ranging from leisure, finance, accounting to retail.

EMPLOYING AN APPRENTICE - STEP BY STEP GUIDE

1. Understand the funding available
2. Understand the training requirements needed for an apprentice
3. Select the apprenticeship standard:
www.instituteforapprenticeships.org/apprenticeship-standards
4. Choose a training provider:
www.gov.uk/employers-find-apprenticeship-training
5. Select the End Point Assessment Organisation (EPAO):
find-epao.apprenticeships.education.gov.uk
6. Create an apprenticeship service account:
www.gov.uk/sign-in-apprenticeship-service-account
7. Recruit an apprentice - If you are not upskilling a current employee, you will need to advertise your apprenticeship opportunity.
8. Undertake initial assessment with the apprentice to understand existing work experience
9. Support apprentice through apprenticeship
10. Plan progression following the completion of the apprenticeship.

**FOR MORE INFORMATION
CONTACT INFO@EXCELME.CO.UK**

