

# HOW TO HIRE AN APPRENTICE

Apprenticeships are suitable for individuals from level 2, allowing you to hire someone new or upskill an existing employee. Simply create an apprenticeship service account to hire an apprentice.

## An apprentice must:

- Be 16 or over
- Not already be in full-time education
- Be living in England.

## WHAT YOU'LL NEED TO DO:

1. Choose an apprenticeship standard and training provider here:

**[www.gov.uk/employers-find-apprenticeship-training](http://www.gov.uk/employers-find-apprenticeship-training)**

2. Appoint an existing member of staff or create apprenticeship adverts for a new recruit using their apprenticeship service account:

**[www.gov.uk/guidance/creating-an-apprenticeship-advert](http://www.gov.uk/guidance/creating-an-apprenticeship-advert)**

This will be advertised here:

**[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)**

**FOR MORE INFORMATION  
CONTACT [INFO@EXCELME.CO.UK](mailto:INFO@EXCELME.CO.UK)**



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