PROCESS FLOW CHART FOR RECRUITMENT OF AN APPRENTICE

Are you considering recruitment of an apprentice to your team/ service?

Purple processes/boxes – include hyperlinks to the relevant staff directory pages (where more info/detail can be found)

Have you got funding approved for the post and an already approved & evaluated JD & person spec?

— Yes → Review job pack to ensure it is appropriate for an apprentice; transfer info over to apprentice job pack & adjust/update as appropriate

— No → Develop/update apprentice job pack

Request that the Employee Apprenticeships Manager advises on a suitable training provider and has the JD checked against the app standard; required amendments made

Line manager gets role HERA evaluated (if appropriate)

Once evaluated, request permission to recruit by completing a unit 4 funding request

Employee Apprenticeship Manager to advise on a suitable Training Provider (TP); review JD and ask TP to check for match to apprenticeship standard(s); required adjustments made

Funding approved?

— Yes → Hiring manager sets up new vacancy on iTrent; job pack (incl additional info page) and funding approval uploaded

— No → Consider alternative ways of meeting business need

Information goes to Resourcing Team to commence the recruitment process

Resourcing Team advertise role as per normal procedure; plus consider advertising on the free 'find an apprenticeship online service' (via UoE's Digital Apprenticeship Service account) and advising the training provider so they can also help promote the vacancy