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

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

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

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

Yes: Information goes to Resourcing Team to commence the recruitment process

Yes: 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

No: Develop/update apprentice job pack (where possible use the details of the app standard* to build into/match the duties of the role)

No: Request that the Employee Apprenticeships Manager advises on a suitable training provider and has the JD checked against the app standard; required amendments made

No: Line manager gets role HERA evaluated (if appropriate)

No: Once evaluated, request permission to recruit by completing a unit 4 funding request

No: Funding approved?

No: Consider alternative ways of meeting business need

No: Purple processes/boxes – include hyperlinks to the relevant staff directory pages (where more info/detail can be found)

No: Yes: Have you got funding approved for the post and an already approved & evaluated JD & person spec?

Yes: Develop/update apprentice job pack

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