Guide for Recruiting Modern Apprentices

Introduction

The purpose of this guide is to provide practical information to support recruiters in the process of selecting a Modern Apprentice. Modern Apprenticeships combine paid employment with a work-based training package leading the apprentice to gain an industry recognised qualification at SVQ Level 2 or 3. The training is organised and managed by a qualified training provider and could combine college, workplace learning and professional development. The training programme generally lasts between 12 and 36 months, depending on the specific qualification.

Modern Apprenticeships are available to individuals aged 16 and above, with no upper age limit. However Skills Development Scotland (SDS), the national skills body, provides partial or full funding for the training programme of apprentices aged 16 to 24. Funding is made available to employers through training providers who are allocated funds available each year.

More detailed information is available on the Modern Apprenticeships webpage and in the Modern Apprenticeship Policy.

There are three main stages in the process of recruiting a Modern Apprentice:

1. Framework
   • Searching the list of Frameworks to find a suitable type of apprenticeship

2. Training Provider
   • Identifying a suitable training provider

3. Recruitment and Selection
   • Planning the recruitment process, advertising the vacancy, selecting and appointing candidates, planning induction

Detailed guidelines for each stage are provided in the next sections.
STAGE 1 – Selecting the Framework

The first stage in the process of hiring an apprentice is to identify a suitable Modern Apprenticeship Framework. Frameworks refer to the area of work the apprentice will be involved in and set out required outcomes, content and format for different types of apprenticeships. There are more than 80 Frameworks grouped in 15 categories, such as “Administration, Business and Management”, “Food and Drink”, and “Computers & IT”.

Frameworks are listed on the Skills Development Scotland website. Recruiters should search the list and identify the most suitable option for their requirements.

The following information is provided for each Framework:

- **Entry Requirements** for each level of apprenticeship available within the specific Framework (Modern Apprenticeships may be available at SVQ Level 2 or 3. More information on SVQ levels is available on the Scottish Qualifications Authority (SQA) website). Some Frameworks do not have formal entry requirements.
- **Job Roles** for each apprenticeship level available within the specific Framework.
- **Framework Document** - the official document providing essential information including mandatory and optional learning outcomes, core skills, guidance on the training programme and the training agreement.

If no suitable frameworks seem to be available, please contact the Resourcing Team in University HR Services to discuss requirements.

STAGE 2 – Selecting the Training Provider

Once a suitable Framework has been identified, the next step is to select a recognised training provider registered with Skills Development Scotland. Each training provider is qualified to work with one or more specific Frameworks.

The **role of the training provider** is to:

- work in partnership with the employer to define a training programme in line with the selected Modern Apprenticeship Framework;
- manage the training;
- assess the apprentice throughout the process; and
- Administer the funding.

If recruiters have not worked with a training provider before, it is recommended that they take the following steps:

1. Identify training providers available to support the selected type of Modern Apprenticeship using the online tool available on the Skills Development Scotland website.
2. Contact the training provider/s to arrange an **initial discussion**. If there is more than one provider, it is recommended to contact two or three of them for an initial discussion.
3. On the basis of the initial discussion, choose the preferred training provider if more than one is available. Criteria for selecting a training provider include availability of funding, training delivery methods, previous experience of the provider and their track record. There may be occasions where recruiters need to select more than one training provider to cover all the training elements under the selected Framework.

4. Agree funding available for the training, training outcomes and delivery methods, which will need to be included in the official Modern Apprenticeship documents detailed below in the ‘Stage 3’ section under ‘Appointment and Induction’. The level of funding available for the training component varies depending on the type of programme and the training provider. Some training programmes are fully funded, while others receive a contribution towards the total cost.

If no Training Providers are available for the selected Framework, please contact the Resourcing Team in University HR Services.

STAGE 3 – Recruitment and Selection of Apprentices

Recruiters must adhere to the general guidelines on legal requirements and good practice provided in the University’s Recruiters Guide, including equality and diversity considerations. More information on the University’s positive approach to diversity in recruitment and on the legal framework is available in the Diversity and legislation section.

Once approval to hire an apprentice has been granted, and a training programme has been agreed with an appropriate training provider, the next stage is to select the apprentice.

Apprentices should be recruited through a full recruitment process as described in the University’s Recruiters Guide.

The Edinburgh Guarantee Team can provide free administrative support for the full Modern Apprenticeship recruitment cycle or for some aspects of the process, including advertising, shortlisting and candidate management. Recruiters are recommended to benefit from this support, particularly for advertising the vacancy. However recruiters can opt to manage the process themselves. For more information on the Edinburgh Guarantee please visit their website. For more information on the Edinburgh Guarantee and the University of Edinburgh please visit the Edinburgh Guarantee section on the University’s website.

Some training providers can provide recruitment support. There may be a charge for this depending on the service required and this should be discussed as soon as possible with the training provider.

In addition, there are specific guidelines on the recruitment process for Modern Apprentices, which are provided in the boxes below. A very brief summary of the general guidelines, and links to the relevant sections of the University’s Recruiters Guide, are also provided for ease of reference.
PLANNING AND PREPARATION

General Guidelines
When planning the recruitment and selection process it is important to establish realistic timescales for the different stages of the recruitment journey. It is also important to schedule shortlisting panel meetings and interviews in advance of advertising to ensure availability. For more information please visit the Planning and Preparation Section on the Recruiters Guide.

School leavers are more actively seeking employment in the following times of the year:
- March/April
- July/August
- November/December

While it is recommended to plan the recruitment process to advertise during these times to get the widest candidate pool, recruiters can of course advertise for an apprenticeship throughout the year.

DRAFTING ADVERTS AND FURTHER PARTICULARS

General Guidelines
The recruiter should produce an advert and a Further Particulars document for the Modern Apprenticeship vacancy. The Further Particulars document brings together the approved job description, the person specification, information for candidates, and standard text for University, College / Support Group, School / Department. The standard Further Particulars templates should be used. The purpose of the advert is to attract an appropriate range of candidates. The wording should be concise and give the candidate a good understanding of the role. For more information and guidelines please refer to the Further Particulars section and the Writing and Advert webpage on the Recruiters Guide.

Additional Guidelines for Modern Apprenticeships
- The job title should be worded as follows: “[Job title] – Modern Apprenticeship”, e.g. “Receptionist – Modern Apprenticeship”.
- A brief explanation of Modern Apprenticeships should be included in the ‘Job Purpose’ section of the Further Particulars Document, such as: “The Modern Apprenticeship scheme is the nationally recognised programme for apprenticeships. They combine employment at entry level with a work-based training package. A Modern Apprenticeship provides an excellent opportunity to learn on the job, gain an industry-recognised qualification, and kick-start a career.”
Any entry requirements for the specific Modern Apprenticeship Framework must be included in the “Knowledge, Skills and Experience needed for the Job” section on the Further Particulars Document.

ADVERTISING

General Guidelines
All Modern Apprenticeship Vacancies should be advertised externally. It may be necessary to advertise in more than one media, to ensure that you reach all of the appropriate audience, and in particular to encourage applications from a diverse range of social and ethnic backgrounds. Your HR team will arrange for the advert to be placed in your chosen publication(s) as for any other vacancy. Information on advertising is provided in the Advertising section of the Recruiters Guide.

Additional Guidelines for Modern Apprenticeships
- Modern Apprenticeships are normally advertised for 2-3 weeks.
- All Modern Apprenticeship vacancies must be advertised on the University jobsite through the eRecruitment system.
- It is recommended to advertise the vacancy through the Edinburgh Guarantee team who can publish a job posting on their dedicated website. This will ensure that a higher number of potential candidates is reached. An advertisement can be posted within 24 hours. To post a vacancy recruiters should complete the Edinburgh Guarantee advertisement forms and send them to their local HR team together with the standard Further Particulars and advert. The screenshot below shows how vacancies typically appear on the Edinburgh Guarantee website.
• It may be a good idea to communicate Modern Apprenticeship openings to schools in the local area. Both the Edinburgh Guarantee team and the UHRS Resourcing Team can support you with this. If you are interested you can email modern.apprentice@ed.ac.uk or phone 0131 6502264.

SHORTLISTING & INTERVIEWING

General Guidelines
In order to arrive at a fair and transparent applicant shortlist, it is important that all recruiters are properly informed of the selection process and practice surrounding shortlisting. A comprehensive guide to shortlisting, including process, tools and additional information is available in the Shortlisting Section of the Recruiters Guide.

It is essential in all good interviews that there is a structure to the process and that it flows smoothly from start to finish. Interviewers must do their own preparation beforehand by carefully studying the information available to them, e.g. the application forms of shortlisted candidates and the Further Particulars. A comprehensive guide to planning and preparing your interviews, including process, tools and additional information is available in the Interviewing Section of the Recruiters Guide.

Additional Guidelines for Modern Apprenticeships
When interviewing potential apprentices, it is worth noting that they are likely to be recent school leavers with little or no work experience, and in turn, limited experience in a recruitment process. Therefore, it is even more important to put candidates at ease, keep questions simple and in plain English and appreciate that examples may relate to work done at school or in their private life. (E.g. a team working example may be a school project or being part of a local football team).

PRE-EMPLOYMENT CHECKS and APPOINTMENT

General Guidelines
It is essential that all appointments are made following a fair and transparent process. A comprehensive guide to making an appointment, including information on pre-employment checks (e.g. references and eligibility to work in the UK), is available in the Appointment section of the Recruiters Guide.

Additional Guidelines for Modern Apprenticeships
When hiring an apprentice the following three documents are essential:

• Contract of employment, as with any other employee, Apprentices must be employed on fixed-term contracts for the duration of the training programme. More details will be available in the Modern Apprenticeship policy currently being developed by University HR Services.
Once this has been approved by the relevant committees a link to the policy will appear on the Modern Apprenticeships webpage.

- **Training Agreement** outlining the basis of the Modern Apprenticeship and the responsibilities of all parties involved.
- **Training Plan** outlining the selected apprenticeship outcomes (i.e. what level you expect the apprentice to attain) and a timetable for their achievement.

Templates of the training agreement and training plan are provided in the relevant Modern Apprenticeship Framework Document and the selected training provider can assist recruiters in developing these documents.

---

**INDUCTION**

**General Guidelines**
A well planned, effective and relevant induction programme is vital in providing a positive and firm first stage in the Modern Apprentice’s employment with the University. More information on induction, guidance and templates is available in the [University’s Induction Guide](#).

**Additional Guidelines for Modern Apprenticeships**
Managers should bear in mind that apprentices are often less experienced workers or school leavers who, in addition to the normal stress associated with beginning a new job, are also learning what it means to be part of a working environment. Therefore it is particularly important to provide the appropriate induction and support in the initial weeks.

When hiring young apprentices, it may be helpful to refer to the guide for managing young people produced by the CIPD (Chartered Institute of Personnel and Development) and Acas: “Managing Future Talent. A guide for employers”. This document includes guidelines for the induction process, as well as key steps that line managers can take to manage effectively young people.

---

**STAGE 4 – Monitoring Progress**

Once you have recruited an apprentice, you should talk to the training provider about monitoring the progress of your Modern Apprentice. The majority of training providers will have guidance and forms available to assist with reviews, appraisals and feedback to ensure that you and the apprentice get the most out of the apprenticeship. You can also contact the [Resourcing team](#) for additional assistance.

**Getting support**

This guide was prepared in April 2015 by the Resourcing Team, University HR Services. If you have any questions please contact:

Resourcing Team
[Modern.Apprentice@ed.ac.uk](mailto:Modern.Apprentice@ed.ac.uk)
Telephone: 0131 6508129

Useful contacts:

**The Edinburgh Guarantee Team**
Online Contact Us Form: [https://www.edinburghguarantee.org/contact-us/](https://www.edinburghguarantee.org/contact-us/)

**Skills Development Scotland**
Website: [https://www.ourskillsforce.co.uk/modern-apprenticeships/](https://www.ourskillsforce.co.uk/modern-apprenticeships/)
Helpline: 0800 783 6000