Outline of Apprenticeship process for New Appointments 2017

The following outlines the end to end recruitment process for new apprenticeship roles. It is important to note that the recruiting manager should work in partnership with the relevant training provider, as they will be able to provide advice and guidance on all aspects of the role including ATJ content, selection process, off the job training element etc. It is possible, or even preferable, to seek advice and input from more than one training provider in the initial stages, (i.e. up to and including advertisement and short-listing stage), before making a decision on which training provider to proceed with at appointment stage. Support for all the following elements of sourcing a training provider and agreeing the terms of service can be provided by either your customary HR team or the Apprenticeship Project Manager via: tuos-apprenticeship-project@shef.ac.uk

STAGE 1- Define/identify the role

Having received approval to recruit an apprentice, the line manager should discuss and agree the following with their customary HR team.
- Review and agree the About the Job (ATJ) content (please see here for latest version of the apprenticeships template ATJ).
- Agree salary and progression arrangements following the completion of the apprenticeship training.
- Discuss and agree with HR team which apprenticeship Standard (or if not in existence yet, Framework) & qualification (if appropriate) will be undertaken
- For any queries, please see the FAQs on the Apprenticeship web pages.

STAGE 2- Agree the training provider

Support for all the following elements of sourcing a training provider and agreeing the terms of service can be provided by either your customary HR team or the Apprenticeship Project Manager via: tuos-apprenticeship-project@shef.ac.uk.

- Identify a suitable training provider through our preferred supplier list available on the Apprenticeship web pages. If no suitable training provider features on this list, or you would prefer to source your own provider, you must ensure they are registered on the government Register of Approved Training Providers (RoATP), otherwise levy funds cannot be used for the training provision.
- Please use this checklist of factors to consider when selecting a training provider.
- Meet with training provider(s) and share the ATJ and job advert to ensure common understanding of the job content and discuss any queries you have regarding the above factors, e.g. selection process, off the job training, and any other necessary arrangements.
- Negotiate and agree the cost of training delivery. Each apprenticeship Standard and Framework falls within a funding band set by the government. You should ensure the cost of training provision does not exceed the upper limit of the relevant funding band (please consult your HR team for advice if required). Please see here for details of the Standard and Framework funding bands.
STAGE 3 – Recruitment & Selection of candidates

- Manager to raise an e-recruitment requisition as part of the approval process.
- Manager and HR Adviser to agree where the role will be advertised, in conjunction with the training provider (e.g. National Apprenticeship Service, University web pages, training provider website and other relevant channels). Use this opportunity to reach a wide and diverse pool of candidates, in line with the University’s approach to equality and building diverse teams.
- Manager to discuss with training provider who will lead on each part of the selection process, i.e. most training providers will offer to do an initial sift / short-list of applications and support the interview process, as part of the overall cost of training provision. Manager is ultimately responsible for overseeing the recruitment and selection process, as with any post.

STAGE 4 - Appointment of successful candidate

- Once the preferred candidate has been selected following interview, manager to follow normal Request to Appoint process via e-recruitment and other University recruitment checks.
- Training provider will send Apprenticeship Schedule and Commitment Statement to manager to sign and return in line with what has been previously agreed regarding cost and duration of training provision. Manager should check details, then sign and return a completed version to training provider. Training provider should then sign and return completed copies to the manager.
- Manager to populate Apprenticeship Agreement (HR will provide signature) and email a copy along with the completed Apprenticeship Schedule and Commitment Statement to customary HR team.
- HR issue employment contract and append the completed signed Apprenticeship Agreement for the apprentice to sign and return to HR.
- HR enter apprentice details on the Digital Apprenticeship Service (DAS), which is the online system used to transfer funding to the training provider to pay the costs of the training provision.
- HR upload a copy of the signed Apprenticeship Schedule, Commitment Statement and Apprenticeship Agreement to individual staff record on uBASE.

STAGE 5 – Induction and support

- The majority of induction activities will be arranged by the department as with any new member of staff (see here for checklist of relevant activities, noting that the individual will also have been sent a link to the main University induction portal). However, the following additional induction arrangements will also take place:
- New apprentices and their managers will be invited to a centrally co-ordinated induction day where there will an opportunity to meet other new apprentices.
- Managers who are new to managing apprentices will be invited to a one day mentoring skills session run by the AMRC Training Centre.