

# Managers Guide to Recruiting an Apprentice

## Background Information

Recruiting an apprentice can bring many benefits to both the individual and to Mitie. **Apprenticeships are a great way for us to grow our own talent pipeline with the skills for the future we need to succeed and grow.** We have many examples across the business of individuals who have joined as apprentices and have now progressed into more senior roles. Although there are many benefits of hiring an apprentice into your team it does need careful consideration.

**This guide is designed to give you some basic information to help you understand a bit more about the benefits, responsibilities and process involved in recruiting an apprenticeship before you take the next step.**

## What is an Apprenticeship

Apprenticeships combine work and study. Apprentices are employed by Mitie to do a defined job (typically at entry level) whilst studying towards a formal qualification included within a government recognised apprenticeship standard. Dependent on the Apprenticeship type programmes last from a minimum of 12 months up to 4 years.

## Who can join an apprenticeship?

Apprenticeship roles are available to anyone aged over the age of 16, not in full-time education, and eligible to work in the UK. Ideally, they should be employed on a contract working 30 hours per week or more. Some apprenticeship programmes have minimum academic requirements to be eligible to join programmes. You should contact a member of the central apprenticeship team to discuss this in advance of advertising any roles.

## What is the cost of recruiting an apprentice?

Apprentices will need to be paid a wage and these costs will need to be budgeted for and picked up by the business area that is recruiting the apprentice. In most cases, full funding to cover the training and assessment costs can be drawn down from the government through our apprenticeship levy (this is managed by the central apprenticeship team) Please contact your L&DBP or a member of the central apprenticeship team will provide more information on starting apprenticeship salaries.

## Who organises the apprenticeship training?

The Group apprenticeship team. They have a preferred list of national colleges and private training providers and will support you to find the right provider. You should not approach or make local arrangements with local colleges or private training providers without first contacting the central team in advance. Due to the complex nature of apprenticeship funding and contracting any local arrangements will not be supported by the team unless pre-agreed.

## Scotland, Wales, and Northern Ireland Apprenticeships

Scotland, Wales and Northern Ireland operate totally separate Apprenticeship systems with different funding rules and providers so if you are interested in Apprenticeships within these areas then you will need to contact the team to find out more.

## Things to consider before recruiting an Apprentice

- Apprentices should not be used as a cheaper short-term way to fill a vacant role but should be part of your workforce succession plans to develop the skills required for the future. Offering an apprentice, a permanent role and career progression at the end of their training programme should be the intention from the start.
- Apprentices generally join us directly from school or college and therefore are sometimes not as mature or experienced in a working environment. You will need to ensure that you can provide consistent ongoing support and supervision within the site(s) that the apprentice will be based
- The apprentice will be required to spend 20% of their working hours undertaking off the job training. This may involve them attending college once per week or virtually attending/undertaking learning activities. You will need to ensure that this training time is prioritised and that you are giving opportunities for the apprentice to gain the right opportunities to achieve the programme requirements.

## How do I start the process of recruiting an apprentice?

In many ways recruiting an apprentice is the same process you would undertake for any other role you recruit into your team you just need to think about some additional steps which are set out below:

### Step 1

Think about how an apprentice could fit into your team's workforce plans, what type of skills you want to develop and create a job description. Think about the support and supervision you would be able to provide the apprentice in your team. Ensure you have the budget locally to support the salary and employment costs. Contact your L&DBP to discuss your requirements.

**Please Note:** Acceptance onto an apprenticeship is dependent on the types of jobs/activities the apprentice will have access to on site or within their role. If it is not possible to provide the experience and on the job training to meet the syllabus requirements, we will not be able to place an apprentice at your site/in your team. A detailed discussion will need to be held with a member of the apprenticeship team to evaluate whether the apprenticeship is suitable before we can confirm you can move to recruitment.

### Step 2

Speak to your L&DBP or a member of the apprenticeship team to discuss the role so that they can advise on salary, the best matched apprenticeship standard and if there is a provider available to support the role.

**Please Note: for certain types of apprenticeships such as engineering which involve day release at college:** there are two main intakes of apprentices per year starting in January and September. Your HRBP will reach out to gather your interest in early career apprentices around March – for September starts, and August for the January starts.

### Step 3

If the Apprenticeship team have given the go ahead then you will need to raise a vacancy in the same way you normally would but making sure it is labelled as an apprentice role in the system. Go through the authorisation process as usual.

### Step 4

You will need to do the shortlisting and interviewing of the candidates locally. Once you have made your selection of preferred candidates to offer to then please inform your L&DBP and the central apprenticeship team so that they can make final checks to ensure training provider and funding drawdown can be provided.

**For more information you can contact the Mitie Learning and Development (L&D) team through the People Support telephone number 0330 123 4005 and select option 2; Or raise a ticket using Ask HR.**