

Apprenticeship vacancies online – Next Steps



- **1** An Apprenticeship representative will meet with you and help you identify a suitable training provider*
- **2** Your training provider will discuss your specific needs and work with you to agree a vacancy advert (eg main duties, salary, off the job training, etc)
- **3** The training provider posts the advert onto the Apprenticeship vacancies website on your behalf. All vacancies will automatically be shared with Connexions - so there is no need repeat the process to advertise your vacancy on both sites
- **4** The training provider will begin to receive applications - usually adverts attract around 50 applicants, depending on the nature of the job and salary offered
- **5** You will agree with your training provider how you want to sift applicants - some employers would like to see all applicants, other only need to see a shortlist prepared by the provider
- **6** Selected employees start Apprenticeship
- **7** The training provider will appoint a mentor who will follow their progress and help you to deal with any issues that may arise

* A training provider is usually a local college or specialist training organisation responsible for organising the overall apprenticeship programme, including any off-the-job training

For information on Apprenticeships call **08000 150 600** or visit **[apprenticeships.org.uk](https://www.apprenticeships.org.uk)**