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OxfordshireApprenticeships



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## Employer Factsheet #4 - Recruitment

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### What do I need to do?

Always start off by putting together a good job description. A job description and person specification helps manage expectations from the start.

### I already have someone in mind, does that matter?

Not at all, provided they are eligible to do an Apprenticeship (i.e. they are not in compulsory education or don't have a university degree). Take care to ensure that they are right for an Apprenticeship as it is a commitment for the employee as well as the employer.

### What next?

Find the right training provider for you (see **Employer Factsheet #3 – “The Training”**) and get your job description to them so they can get to work on putting together some training options for you.

### What if I can't find provider contact details or am not quite sure which training area my vacancy fits into?

Our website has links to a number of training provider websites. If you're still struggling though, get in touch with us and we'll help. Email your job description to us [info@oxfordshireapprenticeships.co.uk](mailto:info@oxfordshireapprenticeships.co.uk). Or if you prefer, call us on **01865 323477**.

### Right, I've done all that. Do I need to put an advert in the paper or online so that potential applicants see it?

1. Your training provider should list the vacancy on the National Apprenticeship Service '[Find An Apprenticeship](#)' site – the official online recruitment site for Apprenticeships in England.
2. All vacancies listed on the 'Find an Apprenticeship' site are streamed live to the Oxfordshire Apprentices website. We also promote vacancies through social media and at careers events
3. Your training provider may already have suitable candidates, or may do some additional promotion/advertising for you.
4. You can promote your vacancy free-of-charge via Oxfordshire County Council's Opportunities Team who will advertise your Apprenticeship locally on [www.oxme.info](http://www.oxme.info), Oxfordshire's website for young people. They'll also do mail-outs to local young jobseekers and job clubs. Email your vacancy details to [opportunities@oxfordshire.gov.uk](mailto:opportunities@oxfordshire.gov.uk) or telephone 01865 328460.
5. Use other recruitment channels, including web recruitment sites and your organisation social media
6. Word-of-mouth. Never underestimate how effective "putting the word about" can be!

### Could I leave it all to a training provider?

Yes you can, but the Apprentice will be YOUR employee so you should be involved as you would for any other recruitment

### Should I interview applicants?

Yes – the selection process for an Apprentice is the same as for any other employee

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### Is there a specific Apprentice contract?

An *Apprentice Agreement* must exist between employer and employee. This can usually be achieved with a standard statement of particulars, a contract of employment or a letter of engagement. You should be especially clear about whether the Apprentice is guaranteed employment after they have completed their Apprenticeship or whether the employment is fixed-term to only cover their period of Apprenticeship. For more information on this, go to

<https://www.gov.uk/government/publications/apprenticeship-agreement-template>.

### What if things don't work out? Do I have to see the whole thing through?

Of course not – provided you've got a clear contract/*Apprentice Agreement* in place that covers probationary period, reviews etc. However, a major advantage of having a good training provider is that they can help to identify and solve any potential problems that may arise.