

Employer Guide to
Apprentice Recruitment

Go to **National
Apprenticeship
Service**



This publication was produced by KEITS Training Services Ltd in partnership with The Bedfordshire & Hertfordshire Provider Network, Kent Association of Training Organisations (KATO) and Nottingham Apprenticeship Hub's partner providers, and endorsed by the Chartered Institute of Personnel and Development (CIPD).



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What is an apprenticeship?

“Because apprenticeships are based in the workplace employers get the skills they really need. They are vital to the future success, not only of businesses across the country but also for a vibrant economy.”

David Frost, Director General, British Chamber of Commerce

What are apprenticeships?

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.

How long do they take?

Depending on the sector and job role, an apprenticeship can take anything between one and five years to complete. It is a package of training and qualifications.

Types and levels of apprenticeships

Apprenticeships are available in a wide range of industry sectors with employers from large national companies to smaller local companies. They are available at intermediate, advanced, higher and degree level, covering more than 170 industries and 1,500 job roles, from advertising to youth work via environmental engineering and nuclear decommissioning.

Training

Most of the training is on-the-job at an employer's premises, working with a mentor to learn job specific skills in the workplace. Off-the-job training is provided by a training organisation (sometimes referred to as a training provider) and may be delivered in the workplace or through day or block release at premises away from the working environment.

Employer Incentive (AGE 16 to 24)

The Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) is aimed at helping eligible employers to offer young people employment through the apprenticeship programme, by providing wage grants to assist with recruitment. For more information about this grant and other grants see Step 2 – Deciding how much to pay.

Further information

Visit the employer section of [gov.uk/further-education-skills/apprenticeships](https://www.gov.uk/further-education-skills/apprenticeships)

