

Top tips for vacancy managers using Apprenticeship vacancies

National Apprenticeship Service

What's the best way to ensure you support employers in selecting the right apprentice?

The vacancy manager is often responsible for managing the recruitment process on behalf of their employers, from advertising the vacancy and sifting applications to sending candidates for interview, and recording the successes.

Follow these simple steps to ensure the employer's experience is a positive one...

Maintain Your Profile

The details you enter onto your profile is a source of information for employers and candidates alike. You should keep all details up to date as some of this is pulled through into the vacancy detail.

Frameworks

When indicating the frameworks you are able to deliver always ensure they are nationally approved frameworks, that way no expectations or false promises will be raised.

Vacancy Adverts

A vacancy advert should provide details about the Apprenticeship opportunity which are informative and will attract suitable applicants. The employer should be involved in the creation of this to provide as much detail as possible about the job they are recruiting to. Ensure the employer has the opportunity to add up to two supplementary questions and the reality check question that will aid in the selection process.

Weekly Wage

The national minimum wage legislation must be followed in all circumstances. National Minimum Wage is the **minimum rate** that should be advertised and Vacancy Managers should encourage salary levels in excess of this to maximise candidate recruitment.

Working Week

When discussing with employers the requirements of the role it should not be forgotten that any off the job training is included in the hours that make up the



working week. With this in mind working less than around 30 hours a week could be unproductive for the apprentice.

Only in circumstances where the apprentice cannot do the full 30 hours should a provider consider a part-time job. Evidence informs us that currently this practice only happens in certain occupational areas.

Contacting Employers

Many employers that have opted to hand over recruitment responsibilities to you will not want to be contacted by candidates throughout the period of

advertising, so you should indicate this in the body of the advert, or in the “important other information” section.

Application Route

Employers should be aware of the options regarding application routes, and should be informed of the benefits for each. Where an employer elects to direct all interested candidates to their own recruitment site then mechanisms should be in place to identify and capture the details of the successful applicants for that vacancy. Recording of these successes and housekeeping in general can be carried out and the vacancy completed in a timely fashion.

Discrimination

Always ensure that the vacancy content does not include any form of discrimination, e.g. age, gender or disability.

Apprenticeship vacancies is not here to sift applicants based on funding eligibility. This directly contravenes recruitment law, and the employer should be made aware that they may need to partly or fully fund the provision based on funding requirements.

Withdrawing a Vacancy

Vacancies should only be withdrawn when the employer has indicated that the job is no longer available.

Posting a Vacancy in Error

A vacancy should only be posted in error where amendments to the content need to be made and a revised vacancy is to be posted.

Communicating to Applicants

It is important to acknowledge ALL applications, although the Apprenticeship vacancies system alerts applicants about status changes to their application via the ladder, this should not be the only form of communication. Candidates welcome feedback at all stages of the process, particularly if they are made unsuccessful, as this helps them develop and prepare for future applications.

The candidate can often feel nervous and lack confidence, particularly if invited to interview and especially if it is their first.

You could support the individual and your employer by being proactive and engaging applicants in a **pre interview session**.

This will reduce the number of applicants that just don't show up at the employer on the day of their interview, leaving the employer questioning the calibre and commitment of applicants.

You should also as a matter of course provide feedback to all candidates informing them of the outcome of their interview so they can better prepare for the future if they were unsuccessful, or to advise them to withdraw any other applications if they were successful and want to accept the opportunity.

Communicate to Employers

Ensure your employer is aware of all aspects of their recruitment process. And make them aware that they can request view only access to see their vacancies and associated applications in the system, if they wish. More information can be found at www.Apprenticeships.org.uk in the employers section.

Complete Vacancy Administration

Ensure housekeeping of vacancies is kept up to date meaning all applicants are informed of the progress of their applications.

Web Services

Employers can take advantage of the web services that have been developed. These offer them the ability for their system to speak directly to Apprenticeship vacancies in order to upload vacancies (if they perform this role you will not be required to upload vacancies too) and to track applicants that click through to their own recruitment site, should their vacancies use the offline recruitment method in Apprenticeship vacancies. More information can be found at www.Apprenticeships.org.uk in the partners section.