

**University of Worcester Apprenticeship September Recruitment and Selection Process Timeline
Employer Information**

Process Actions	Process Information	Annual Timeline to commence employment / apprenticeship in September cohort	Additional Areas for Employer and University to Consider
<p>1. Employer to agree job advert with their HR department.</p> <p><i>This could be to recruit internal candidates only or internal and external candidates.</i></p>	<p>Commence process approximately 4 months weeks (16 weeks) prior to interviews.</p>	<p>By end of January</p>	<p>Employer may need to review apprentice contract terms and conditions with their organisation HR colleagues prior to agreeing job advert e.g., specific apprentice employee terms and conditions; clarify if applicants need to have access to own transport / driving license; set salary; draft a learning agreement, i.e., set out implications for the apprentice if they fail part of programme.</p> <p>Employers to clarify if internal and or external advertisement of apprenticeships.</p>
<p>2. The university course team, with support of Apprenticeship Office, to host online briefings with potential applicants; and line managers / workplace mentors, to provide overview of the programme, commitment required from the applicant and employer throughout the duration of the apprenticeship.</p>	<p>Arrange and present 1 to 2 months (4-8 weeks) prior to employer apprenticeship job advert going live.</p>	<p>February and March</p>	<p>Targeted workshops prior to apprenticeship job advert going out to:-</p> <ul style="list-style-type: none"> - raise awareness with potential internal applicants about the apprenticeship programme; personal commitment required throughout the apprenticeship; career path the apprenticeship offers. - raise awareness with line managers of the opportunity of recruiting an apprentice and, clarify understanding of support required to release the apprentice out of the workplace to meet apprenticeship requirements.
<p>3. Employer advertises apprenticeship job role.</p> <p><i>This could be internal only or internal and external adverts.</i></p>	<p>6 months prior to apprenticeship start date</p>	<p>March and April</p>	<p>It is recommended that employers include the University's apprenticeship course entry requirements in the recruitment advert i.e., apprenticeship Job Description and Person Specification (JD.PS).</p>

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<p>4. Employer complete their internal application/s sifting to assess if applicants meet (and can evidence) entry requirements; and for internal applicants, that the line manager supports the individual's application.</p> <p>Employers confirm to applicants they will be invited to interview and agreed interview dates and details with the University.</p>	<p>Complete sifting process: and employer informs applicants they will be invited to interview.</p> <p><i>Only applicants who have evidenced the apprenticeship course entry requirements invited to interview.</i></p>	<p>March and April</p>	<p>It is recommended representative from the course team attends employer interviews to 'co-interview' applicants to ensure applicants meet both the employers needs and university admissions needs.</p>
<p>5. Apprenticeship Office (AO) sends Employer Portal Link to employer apprenticeship lead/s and requests that selected applicants' details are uploaded.</p> <p><i>Only details employers are required to upload is applicant name and an email address for the applicant.</i></p> <p><i>For internal candidates this will be their current work email address, for external candidates a private email address.</i></p>	<p>1 month prior to interview</p>	<p>April</p>	<p>AO to support employers if required.</p> <p>Once employer has completed this request, selected applicants will receive an auto-email inviting them to commence the pre-application to clarify they meet apprenticeship funding requirements.</p> <p>Auto-email will also include an Initial Needs Assessment (INA) document, with guidance on how to complete. Candidates will be requested to upload their completed INA document, along with certificate evidence of course entry.</p>
<p>6. Within 7 days of receipt of onboarding auto-email, applicants to complete pre-application; and upload their completed Initial Needs Assessment document and course qualification entry requirement evidence</p>	<p>From first week of April</p>	<p>End of April</p>	<p>AO to support applicants required.</p> <p>AO monitors completion of pre-application and provides regular progress updates to employers.</p> <p>AO to flag with Head of Department any Recognition of Prior Learning identified on INA's that may impact apprenticeship eligibility, content of learning, and or cost of apprenticeship.</p>

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7. Applicant interviews	Aim for interviews to be completed by end of May.	End of May	University and employers agree successful applicants.
8. If applicable employer to carry out new or refresher (if not up to date for internal candidates) DBS and Health Clearance checks.	3 months (12 weeks) prior to apprenticeship start date.	May / June	On completion forward details of DBS and Health Clearance to the University, i.e., date completed and reference number (for DBS).
9. If not currently employed apprenticeship job offer/s made to applicants by employer (subject to step 8 being satisfied)	2 months (8 weeks) prior to apprenticeship start date	By end of June	
10. If applicable University orders uniforms and badges (as appropriate)	6 weeks prior to employment / apprenticeship start date	By end of July	
11. Employers issue employment contracts to apprentices.	6 weeks prior to employment / apprenticeship start date	By end of July	
12. Apprenticeship Funding Paperwork sent to apprentices and employers to be completed.	6 weeks prior to employment / apprenticeship start date	By end of July	AO to support employers and applicants to complete if required.
13. Apprenticeship course team host and pre- start date on boarding session to familiarise the apprentices with university digital platforms and final completion of apprenticeship funding paperwork.	4 weeks prior to apprenticeship start date	By mid-August	To include review of the apprentices Initial Needs Assessment; completion of their Individual Learning Plan and an introduction to Pebblepad.
14. Induction week at university	1 week prior to theory modules commencing.	September	To include employer and university induction.
15. Theory modules at university commence.	Apprenticeship Programme starts	September / October	
16. Employer and university update Digital Apprenticeship Service accounts to commence Education and Skills Funding Agency registration of apprentices.	1 month after apprenticeship commences on programme.	End of October	Apprentice must be in learning for a minimum of 42 days to be registered as an apprentice.

Levy or Non-Levy Employer?

If you are a levy paying employer (salary bill greater than £3million per annum), your [employer apprenticeship levy](#) fund can be used to pay for apprenticeship training through the ESFA apprenticeship service. The cost of training is spread out across the apprenticeship training period. If you overspend your fund, the government will subsidise 95% of your apprenticeship costs - you will only pay 5% of the training costs.

If you are non-levy paying employer, you can claim funding from the UK Government to support 95% of your apprenticeship costs. Latest information on how employers who do not pay the Apprenticeship levy can access funding can be found [HERE](#)

Professional Body Approved Apprenticeships - New Employers or employers who have not hosted Student Placements within the last 12 months

When beginning to deliver Professional Body Approved Apprenticeships e.g., Nursing & Midwifery Council or Social Work England, with a new employer partner or with employers who have not hosted Student Placements within the last 12 months there are several processes the University will need to work through with you.

This includes meeting the University's approval (or refresh) process for new practice learning partners or partners who have not hosted Student Placements within the last 12 months; and on occasion also completing the Professional Bodies process for modifications to an existing approved education programme.

These processes are relatively straightforward, and the University is very experienced in working through them. However these processes will take a minimum of 20 weeks to complete, therefore if you are considering working with the University to recruit apprentices onto a Professional Body Approved Apprenticeship please contact the Apprenticeship Office, apprenticeships@worc.ac.uk as early as possible to commence the process