



Lancashire &  
South Cumbria  
PRIMARY CARE TRAINING HUB

# **New Recruit Apprenticeships**

# Recruitment and Advertising

## **If a Training Provider supports with recruitment, this will include:**

- Checking job descriptions and person specifications
- Advertising the vacancy (their website and social media channels)
- Filtering applications depending on your requirements (optional)
- Arranging and supporting you with interviews. *We advise you to complete your own interview to determine applicant's suitability for the role, plus the interview with training provider to determine suitability for the apprenticeship programme.*

## **Once you have a vacancy:**

- We can promote this on the [NHScareersnw.co.uk](https://www.nhs.uk/careers) site for you
- You can also advertise on NHS Jobs
- You can use your Gov Digital Apprenticeship Service account (DAS) to create apprenticeship adverts. By using the '[Recruit an apprentice](#)' service, you will be able to create adverts and easily manage applications in one place. On there is also a task list available, supporting you through the recruit journey.

## When advertising for this position it is important to:

- Include the entry requirements for the apprenticeship programme (e.g. qualifications required and minimum working hours)
- Remember that all apprenticeship places are subject to passing all application stages. Also, some programme intakes are dependent on minimum numbers. Therefore, we advise that offers of employment are **conditional** until all employer and programme application stages are complete.

## Starting your candidate:

- Ideally, employment should commence about one week before the start of the apprenticeship programme, to allow for induction and settling in. It is recommended that the employment start is as close as possible to the start of the apprenticeship programme, as any learning undertaken prior to the programme commencing cannot be counted as evidence towards the apprenticeship.
- The employment contract must reflect the apprenticeship role and must cover at least the duration of the apprenticeship. You must be able to extend the contract if the apprentice requires a break in learning, or if the programme is otherwise extended (Re-attempts of failed assignments are usually accounted for within the programme time, however, on occasion, these may extend the programme length).

# Tuition and Funding

For more details and criteria on any of the below options, please see the [latest ESFA funding rules](#). The information below is taken from the 2024 to 2025 funding rules, which apply to apprenticeships starting between 1 August 2024 and 31 July 2025.

## **The Tuition will be 100% financed by The Government If:**

- Candidate is aged 16 - 21 when the course starts
- And/Or employer has fewer than 50 employees and at the start of the course the apprentice is aged between 22 - 24 years old and has either an Education, Health and Care (EHC) plan provided by local authority and / or has been in the care of their local authority.

The Training Provider will advise if any steps are needed relating to this during their application process. *This option is also applicable when developing current staff.*

## **£1,000 Funding Support for Employers who Hire a Young Apprentice:**

- Aged 16 to 18 years old
- Or aged 19 to 24 years old and has an education, health and care (EHC) plan OR has been in the care of their local authority

Find out more on the Government webpage: [Payments for hiring a young apprentice](#).

**Employer National Insurance Contributions :** If apprentice is under the age of 25, employer may not have to pay Class 1 Employer National Insurance. *Full details and criteria are found [here](#). This option is also applicable when developing current staff.*

# Resources

- **Career Starter Apprenticeship Resource Packs:** The Department for Education (DfE), in partnership with the Institute for Apprenticeships and Technical Education (IfATE), Career Starter Apprenticeships initiative aims to raise young people's awareness of apprenticeship opportunities. Many apprenticeships are a great opportunity for those looking for their first role after leaving full-time education. Key areas include **Business Administration, Digital Technician and Healthcare**. Resource packs have been created including case studies, details about day-to-day activities, salaries and durations. You can find out more and read the packs [here](#).
- **Vacancies - NHS Careers NW**
- **Hiring an apprentice (apprenticeships.gov.uk)**
- **Using apprenticeships to support workforce supply | NHS Employers**
- **ESFA Apprenticeship Rules and Guidance for Employers**
- **DfE Diversify your Workforce through Apprenticeships April 2024 webinar links:**
  - [Webinar recording](#)
  - [Webinar Slides](#)
  - [Q&A and Supporting Information](#)