

# Recruiting to an Apprenticeship Vacancy



Lancashire &  
South Cumbria  
PRIMARY CARE TRAINING HUB

# Recruitment

## If an education provider supports with recruitment, this will include:

- Checking job descriptions and person specifications meet the programme requirements.
- Advertising the vacancy (their website and social media channels).
- Filtering applications depending on your requirements (optional).
- Arranging and supporting you with interviews. Please discuss this step early with the education provider to help you determine the best approach for your recruitment process/needs. For example, with some apprenticeships (particularly clinical), the education provider's candidate interview (which you will be part of) may only focus on suitability for the apprenticeship programme, and therefore it may be beneficial you conduct an initial employment focussed interview to determine candidate's suitability for the role and organisation.

## 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.

## Ways to advertise your vacancy:

Below are some of the main ways you can promote your vacancy.

- Organisation's website and social media channels.
- NHS Jobs.
- Gov's apprenticeship vacancy platform, which is one of the main platforms people will look at and are directed to for apprenticeship opportunities. You create the advert and manage applications on your organisation's DAS account in the Recruit an Apprentice section.
- The training hub can promote your vacancy via our apprenticeships webpage, training hub e-weekly newsletter and social media channels. Please email us a link to your live vacancy [mbpcc.apprenticeships@nhs.net](mailto:mbpcc.apprenticeships@nhs.net) for us to be able to do this.
- Education provider channels (if they offer this).
- Amazing Apprenticeships may also be able to support you; they have various free guides and can promote your vacancy if you have a paid partner membership with them [amazingapprenticeships.com/zones/employer/](https://amazingapprenticeships.com/zones/employer/).

## **Starting employment:**

- Ideally, employment should commence about one to two weeks before the start of the apprenticeship programme, to allow for induction and settling in. It is recommended that the employment start is close to the start of the apprenticeship programme, as any relevant learning undertaken prior to the programme commencing cannot be counted towards the apprenticeship hours/evidence.
- 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 Fee

## **The course tuition fee will be 100% financed if:**

- Candidate is aged 16 – 21 when the course starts (or 15 if their 16th birthday is between the last Friday of June and 31 August), or aged 22 - 24 when the course starts 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 – government will fund 100% of tuition fee. This option is also applicable when supporting current staff development via apprenticeships.
- Employer has sufficient levy or secures a levy transfer from another organisation to cover 100% of the tuition fee. This option is also applicable when supporting current staff development via apprenticeships.

Relevant tuition fee options and instructions will be provided to Employer during application stage, either by the education provider or the training hub apprenticeships team. Employer must monitor and manage their requests.

The above options are also available for apprenticeship applications for current staff.

More information can be found in the Training Hub's [Apprenticeships Process \(Employer Guide\)](#).

# Other Employer Financial Support

- **£1,000** for businesses with apprentices aged 16 – 18 , OR 19 – 24 for care leavers or those with an education, health and care (EHC) plan. Find out more [here](#).
- **Some employers might be exempt from paying National Insurance contributions** for apprentices under 25. *This option if still available likely applies to both new recruits and current staff apprentices.*
- **2,000 if eligible Foundation Apprenticeship Programme.** More information about this is found [here](#) and in the relevant [apprenticeship funding rules](#).
- **£2,000 SME hiring young person incentive for 2026-27 academic year** for non-levy paying organisations (typically SMEs) if hiring someone into an apprenticeship vacancy aged 16 – 24. Full eligibility is found [here](#).

Related but not solely for apprenticeships:

- **£3,000 Youth Jobs Grant** for all organisations if hiring someone aged 18 – 24 who has been on Universal Credit and looking for work for six months. Find out more, including how to apply [here](#).

Employers, please refer to and follow the latest government guidance and instructions if you wish to apply for any of the above.

# Further Resources

- [Vacancies – NHS Careers NW](#)
- [Hiring an apprentice \(apprenticeships.gov.uk\)](#)
- [Using apprenticeships to support workforce supply | NHS Employers](#)
- [DfE Apprenticeship Rules and Guidance for Employers](#)