

HOW TO ADVERTISE AND RECRUIT USING THE APPRENTICESHIP SERVICE



ADVERTISE AN APPRENTICE POSITION

STEP 1: SIGN INTO YOUR ACCOUNT

Access your Apprenticeship Service Account on [GOV.UK](https://www.gov.uk).

STEP 2: SELECT 'YOUR APPRENTICESHIP ADVERTS'

STEP 3: Create a New Advert

Click on 'Create Advert' in the top right hand corner.

STEP 4: INPUT REQUIRED INFORMATION

Complete all fields (ensure the vacancy title includes 'Apprenticeship' or 'Apprentice').

You will need the UKPRN (UK Provider Reference Number) of your chosen training provider.

STEP 5: SUBMIT FOR REVIEW

Your advert will be reviewed by the Apprenticeship Service Team.
Monitor the status and applications in your account under 'Adverts'.

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RECRUIT AN APPRENTICE

STEP 1: FOLLOW YOUR USUAL INTERVIEW PROCESS

Conduct interviews and select your apprentice.

STEP 2: MAKE AN OFFER

Once accepted, add the apprentice and reserve funding within your account.

ONCE AN OFFER HAS BEEN MADE AND ACCEPTED YOU WILL NEED TO ADD THE APPRENTICE AND RESERVE FUNDING WITHIN YOUR ACCOUNT.

Prior to starting this process ensure you have the following information.

- Apprentice FULL name (this will be the name which will appear on the apprentice certificate on completion
- The apprentice email address
- Provider UKPRN

ADDING AN APPRENTICE

STEP 1: ACCESS APPRENTICES SECTION

From your dashboard, select 'Apprentices' and click 'Continue'.

STEP 2: ADD PROVIDER UKPRN

STEP 3: ADD APPRENTICE DETAILS

Choose to add details yourself or have your training provider add them. Inform the training provider if they are adding details.

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RESERVING FUNDING (NON-LEVY PAYING EMPLOYERS)

STEP 1: SELECT QUALIFICATION

Choose the appropriate qualification for the apprenticeship.

STEP 2: ESTIMATE START DATE

Select the estimated month of employment start. Funding will be reserved for a 3-month window.

STEP 3: CHECK AND CONFIRM RESERVATION

STEP 4: ADD APPRENTICE DETAILS

The apprentice will receive an email to verify their details.

Start dates will be pre-populated but can be changed.

STEP 5: REVIEW AND SEND TO PROVIDER

Check details and send to the training provider for additional required information.

STEP 6: MONITOR STATUS

Track the progress in the 'Apprentice Requests' tab under 'Apprentices' from your home screen.

If you are a BESA member and would like advice or support with setting this up, please contact the team who will be happy to walk you through the process.

Email: sas@thebesa.com