

THE APPRENTICESHIP JOURNEY FOR SMALL BUSINESSES



A job role needs filling

A business is looking for

- Enthusiasm
- Potential
- Affordability

And in the future:

- A skilled member of the team
- Loyalty

An apprentice may fit the bill

An apprentice could be a school or college leaver, but they could also be:



If the business isn't ready to employ an apprentice, but wants to explore something similar, **how about:**

A TRAINEESHIP
A meaningful, high quality, work placement with training.

AN APPRENTICESHIP TRAINING AGENCY (ATA)
Enables SMEs to host an apprentice without employing them.

- A more mature candidate
- Graduate
- Existing employee

Who the business chooses might affect the funding available but they should always ask around to see if there's help available.

The first step is to:

Contact the National Apprenticeship Service Small Business Team:
08000 150 600
OR VISIT
www.gov.uk/take-on-an-apprentice
who can connect you with a training organisation.

Or contact a Training Organisation direct.

One or both of these will help the business identify what would work best for the role, including:

- The apprenticeship level
 - The apprenticeship framework
- This will dictate how long the apprenticeship lasts and the training format.

Both sources of information can also help you understand:

- If you can access funding for the training and/or grants.
- How to recruit their apprentice (if required)

The Training Organisation may also support with shortlisting & recruitment.



Once the candidate is selected the business can get ready for the start date.

Businesses can join **Apprenticemakers** at any stage of the journey to connect with other apprentice employers and ask questions.



A successful apprenticeship may encourage the business to:

- Continue the apprenticeship to the next level
- Progress the apprentice as an employee
- Take on another apprentice
- Champion apprenticeships in the business community
- Enter the business and/or the apprentice for awards or skills competitions.

The Training Organisation provides regular reviews with the apprentice and business.



The apprentice joins the team.

The Training Organisation will often provide an induction for both the apprentice and the business.

- Welcome letter
- Contract of employment
- Apprenticeship Agreement
- Health and Safety considerations
- Appoint a team mentor
- Plan an induction.