

## Apprentice Recruitment Policy

Policy Code:	VO7
Policy Start Date:	December 2016
Policy Review Date:	September 2019

Please read this policy in conjunction with the policies listed below:

- VO6 Apprentice Initial Assessment Policy
- VO3 Vocational Assessment and Appeals Procedures Policy
- VO2 Apprenticeship Assessment and Review Policy
- HR4 Recruitment and Selection Policy



## **1. Aims and Objectives of the policy**

### **Aims**

The Priory Federation of Academies Trust (The Trust) is committed to ensuring that learners are recruited fairly and openly prior to commencement of their apprenticeship and/or training programme.

### **Objectives**

- a) To identify the most appropriate form of training for individual or organisation wishing to undertake training with priory training.
- b) To identify the most appropriate course of action for any individual where a suitable training opportunity cannot be found.
- c) To keep the individual and employer fully informed throughout the recruitment process.
- d) To identify any further development needed in order to be eligible for a training programme.
- e) To ensure all documentation and data entry is timely and accurate.
- f) To ensure all learners have an understanding of the training programme.
- g) To ensure the timely completion of all health, safety, equality and diversity documentation.

## **2. Range and scope of the policy.**

The policy covers all apprenticeship/training-related courses offered within the Trust but may well apply to other vocationally related courses should they become a part of the curriculum in future.

## **3 Procedure**

### **3.1 Pre Visit**

Potential employers are identified through cold calling, media or other recognised sales processes. Promotional meetings with prospective employers should identify funding body requirements. All learners wishing to join a training programme must be interviewed in accordance with the Apprenticeship Initial Assessment Policy.

Consideration must be given to

- Requirements of the learner
- Requirements of the employer
- Training available at the placement



- Time needed by the trainer assessor and learner to complete the programme
- Participation by the learner to assist the learner

### **3.2 Employer Pre-qualification**

The employer must have the appropriate policies and procedures to allow training to take place. Employers are advised of their options, ensuring they understand their roles and responsibilities and are committed to supporting learners on their learning programmes. All employers must undergo a Health and Safety Risk Assessment prior to, or on commencement of, the training programme. The Employer Handbook is to be provided to the employer with a full explanation of the employer's roles, responsibilities and options at this stage.

The Recruitment and Development (RDM) Officer is to complete the following forms with the employer at this stage

- Health and Safety Risk Assessment
- Equality and Diversity Checklist
- Work Based Learning Agreement

### **3.3 Promotion of Vacancies**

Using the vacancy template, the vacancy details will be collected from the employer by the RDM Officer who will then input the details on to the National Apprenticeship Service (NAS) online system.

The RDM Officer will manage the applications and respond appropriately to all applicants.

All applicants will be screened, interviewed and initially assessed before being shortlisted. Shortlisted applicants will have their CVs sent to the employer for vetting.

Employers will arrange the interviews for candidates where appropriate with support from the RDM Officer. Employers will need to complete an evaluation feedback form with the outcomes of the interview and return to the RDM Officer.

Confirmation of the results of the interviews will be gleaned from the employer by the RDM Officer. Priory Training will communicate suitable options that may be available for the candidates who are unsuccessful in securing employment.



### **3.4 Learner Pre-Qualification**

Learners will be given impartial information, advice and guidance to help them make choices on learning programmes or employment. Furthermore, Priory Training will ensure that the learner is suitable to receive government funding and in a job role to complete a learning programme. If the learner is not eligible to receive government funding, private routes of provision should be highlighted to both the learner and employer, and costs discussed.

#### **3.4.1 Initial Assessment of Learning Requirements** (See also Apprentice Initial Assessment Policy)

Learners' additional learning and support needs are identified to plan programme effective delivery, with additional learning and support needs highlighted to ensure funding enhancements are claimed. Learners are to be given the appropriate impartial information, advice and guidance to help them make choices on learning programmes. This is to ensure that the learner is in an appropriate job role and able to complete the learning programme

The RDM Officer or other appropriate person will ensure the learner completes a recognised initial screening/initial assessment. The results of the assessments will be discussed in detail with the learner and used to identify any additional learning requirements which may affect programme delivery and/or funding.

Priory Training uses the Basic & Key Skills Builder (BKSB) initial assessment. BKSB results should be recorded on the initial assessment feedback form and the additional social needs assessment should be completed within the application form at interview stage. If either or both of the assessments, or any other assessments completed in addition to this as a part of the assessment policy identify that the learner has a ALN/ASN requirements, details should be provided in the relevant sections of the application form. Should the learner be subject to any additional funding, this will be claimed via the prime contractor.

Once all assessments are complete and Priory Training is satisfied that a placement on the apprenticeship programme will be offered to the learner, the learner will transfer to the sign up phase.

### **3.5 Sign up Phase**

Priory Training will send the applicant a letter confirming the outcome of the interview and assessments and inform them of the next stage which could be one of the following options.



- The candidate has been successful and secured a placement with an employer. The candidate will then be invited to induction.
- The learner is not suitable for an apprenticeship with Priory Training and will be advised of a further course of action based on the initial feedback form completed by the interviewer.

The RDM Officer will update the recruitment spreadsheet and file the learners' details including the application form and assessment outcomes in the relevant location.

### **3.6 Induction**

To ensure the learner has had an effective induction and that the activities are captured and auditable, all learners' inductions must include

- An introduction to Priory Training
- Introduction to the programme of learning
- Introduction to functional skills Maths and English (if appropriate)
- Health and safety induction
- Information about the appeals procedure
- Signing the ILR
- Issue and explanation of the portfolio pack (Employment, Rights and Responsibilities (ERR) handbooks, H&S Induction checklist
- Discussion of day release (If appropriate)

To meet their needs and ensure funding body data requirements are captured and are auditable, the relevant sections of the individual learning plan will be completed with information collected from the learner, including details of the additional support if applicable.

The learner should have access to their ILP once the trainer/assessor has completed the ILP and gained relevant signatures. It should then be copied and a copy issued to the learner. The ILP should reflect the learner's needs and abilities.

## **4 Policy changes**

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



**The Priory Federation of Academies Trust  
Apprenticeship Recruitment Policy**

This Policy has been approved by the Priory Federation of Academies Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.