

## 5. HOW DO I RECRUIT AN APPRENTICE?

Recruiting an apprentice is easy. Employers can work with Leeds City College to identify the most appropriate apprenticeship for them and recruit the best candidate. The college will:

1. Advertise your vacancy for you on multiple websites
2. Pre-screen and shortlist all candidates based on your specifications
3. Organise interviews for you around your schedule
4. Assist and complete all paperwork with you to enrol your apprentice
5. Be there to answer any questions throughout the apprenticeship programme

## 6. HOW MUCH DOES IT COST?

The national minimum wage for an apprentice is currently £3.70 an hour.

There is government funding available for some apprenticeships, dependent on the age of the candidate.

Apprentices can be employed on a permanent or fixed-term contract, which should give them sufficient time to complete their qualification.



### FOR MORE INFORMATION ON APPRENTICESHIPS AT LEEDS CITY COLLEGE:

Call: 0113 284 6464

Email: [apprenticeships@leedscitycollege.ac.uk](mailto:apprenticeships@leedscitycollege.ac.uk)

Or visit: [leedscitycollege.ac.uk/apprenticeships](https://leedscitycollege.ac.uk/apprenticeships)



## LEEDS CITY COLLEGE APPRENTICESHIPS

A STEP BY STEP GUIDE FOR EMPLOYERS

## 1. WHAT IS AN APPRENTICESHIP?

An apprenticeship is a route for learners to gain on the job training, whilst working towards a qualification.

It's also an opportunity for employers to develop the next generation of workers to meet organisational and industry demand.

Apprentices will typically choose a sector they have an interest in and tend to be motivated, eager to learn and loyal to the organisation that has invested in them.



## 2. WHAT INDUSTRIES DO APPRENTICESHIPS COVER?

Over the years, apprenticeships have developed significantly, meaning that most organisations can benefit from the government's diverse apprenticeship programme.



## HERE ARE JUST SOME OF THE AREAS THAT APPRENTICESHIPS COVER:

- ✓ Accounting
- ✓ Hairdressing and beauty
- ✓ Business administration
- ✓ Professional cookery
- ✓ Childcare and education
- ✓ Creative and digital media
- ✓ Engineering
- ✓ Electrical installation
- ✓ Health and social care
- ✓ IT and computer science
- ✓ Marketing
- ✓ Motor vehicle maintenance and repair

## 3. HOW ARE APPRENTICESHIPS DELIVERED?

Apprenticeships are delivered through a mixture of on the job and classroom based learning. An assessor will also come to the workplace to monitor progress and ensure the apprentice is on track.

## 4. WHO IS ELIGIBLE FOR AN APPRENTICESHIP?

Applicants must be UK residents, over the age of 16 and not already hold a degree. Existing staff or new recruits of an organisation can also be eligible for an apprenticeship.