

# **THE EMPLOYER'S GUIDE TO RECRUITING AN APPRENTICE**





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# INTRODUCTION

As with any recruitment process, you want to ensure you find the right person for the role. While there are some similarities between recruiting an apprentice and the usual recruitment process, there are also some key differences.

For example, did you know you can save on recruitment costs? It is free to list an apprenticeship on the National Apprenticeship Service website and via Total People's Connect service.

In this guide, we'll show you how apprenticeships can help you find the right talent and futureproof your business with the latest knowledge, skills and innovation, all while saving time and money.

You'll also get an insight into how Total People supports you throughout the recruitment process and beyond, making things nice and easy for you. Simple!





## Identifying your recruitment needs

Before starting your recruitment journey, it's important to take a step back and ask 'what does your business need?'

1. Do you have skills gaps in your teams? What are those skills gaps?
2. Are you looking to drive entry level or early careers recruitment and bring in fresh talent to futureproof your business?
3. Are you looking to recruit your next generation of leaders?
4. Do you have any productivity gaps in specific areas?
5. Are you struggling to recruit people with the skills you need? Would training them in-house make more sense?
6. Is employee retention an issue? Do you want to demonstrate your commitment to your staff?

**If the answer is yes to any of these questions, then apprenticeships are suitable for you and your business.**



# 45%

of HR professionals think recruiting qualified talent is (or will be) the biggest challenge facing their organisation.\*

# 24%

of employers say that the slow hiring process is one of the reasons for losing out on hiring new talent.\*\*

# 76%

of businesses have reported difficulties in recruiting.\*\*\*

\* Source: Ciphre - Biggest challenges facing UK organisations in 2024 - survey

\*\* Source: Morgan McKinley - Global Hiring Realities: What Candidates Want in 2024 - article

\*\*\* Source: British Chambers - Quarterly Recruitment Outlook October 2024





## Why recruit an apprentice?

### 1. A cost-effective option

CIPD estimates the average cost of filling a vacancy is £6,125, while recruitment agencies typically charge between 15-20% of the candidate's first year salary. However, there are no costs to recruiting an apprentice through Total People.

Apprenticeship funding via the levy is available for larger organisations and for those with a wage bill of less than £3m, 95% of the funding is provided by government so that there is little-to-no cost for the training, regardless of the size of your company.

You may also be eligible for grants and government incentive payments depending on your industry, business size and apprentice.

### 2. Get support every step of the way

The Total People Connect service is a recruitment service that connects your business with a pool of talented apprentices. This matchmaking service means that we can fully support you in finding the right candidates for your Apprenticeships.

We can also support you in developing assessment days, interviews and post-interview feedback to candidates.

### 3. Attract the right talent for your business

Apprenticeships are attractive to school and college leavers and other young people as they are able to earn a wage while studying and have their course funded. This helps you attract high-calibre candidates who have a desire to break into your specific industry.

***“We’ve had a huge number of people apply, which means that we get to select some really good candidates that are really helping our team grow moving forward”***

*- Charlotte Reason, Head of Training and Apprenticeships at Attwells Solicitors*

### 4. Grow your own talent

Apprenticeships enable you to grow your own talent, ensuring that you develop staff who fit with your company's ethos, values and practices. An apprentice could be a future leader, and with apprenticeships standards teaching current industry best practice, you can be sure that skills are relevant and compliant.

### 5. Support career progression and improve staff retention

There are two key areas which are critical to attracting and retaining talent:

- » Opportunities for advancement (that can lead to a higher salary)
- » Development opportunities.

Recruiting apprentices ticks both of these boxes; it shows that you are actively teaching the skills needed to advance employees to the next level and also demonstrates that you are actively supporting their ongoing development.



## 6. Train soft skills

Soft skills, also known as interpersonal skills or people skills, are non-technical skills that relate to how your employees work with others, communicate and navigate your environment.

An apprenticeship is an excellent opportunity to develop and enhance soft skills through on-the-job training, mentorship, networking opportunities and more.

## 7. Improve productivity across your organisation

Apprentices learn on the job and they're eager to contribute from the outset. Once equipped with the proper skills and techniques learned on the apprenticeship, they'll be more productive.

The apprenticeship routes ensure that the programme benefits the employer as well as the learner, meaning everyone has something to gain.

## 8. Improve diversity in your workplace

Apprenticeships play a crucial role in building a more diverse and inclusive team, helping people of all ages and backgrounds to realise their potential and contribute to a thriving workforce.

Unlike traditional recruitment methods, apprenticeships offer hands-on training tailored to specific job roles, ensuring that individuals from under represented groups receive the support they need to thrive in their chosen field.

This diversity brings a wealth of perspectives, experiences, and skills to the table, leading to increased innovation, creativity, and problem-solving abilities. A diverse workforce can also improve a company's reputation, attract top talent, and better understand and serve a diverse customer base - it's a win-win!

## How to recruit an apprentice

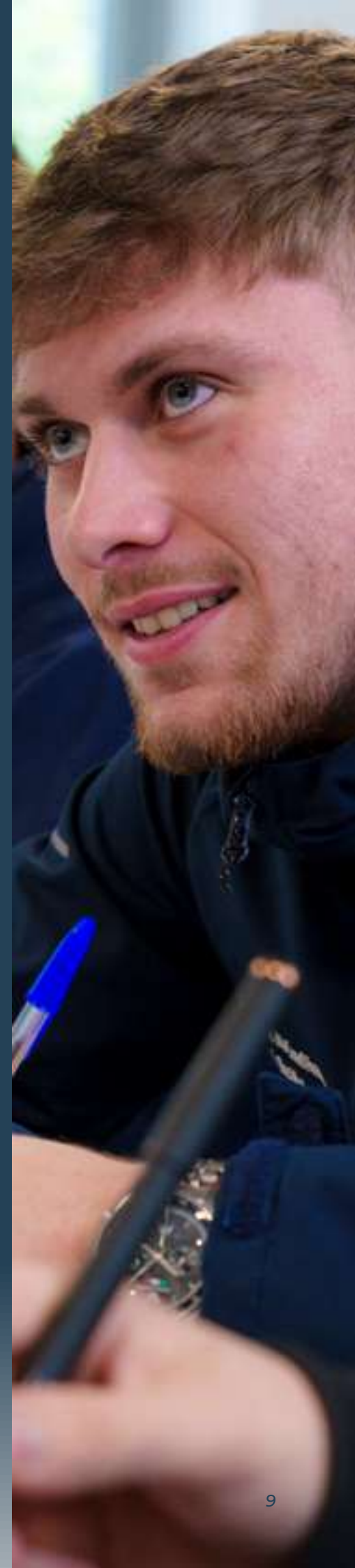
The first steps to recruit an apprentice are to identify the job role and any skills gaps that an apprentice would fill within your business.

Contact Total People and speak with one of our friendly Business Development Manager. We will assess your company's needs and provide information, advice and guidance for the best suited qualifications and levels.

We'll inform you of the process to secure funding and grants available, the delivery model and the expectations of all involved.

Then, our dedicated Recruitment Engagement and Business Development teams will provide assistance and contact throughout the simple four-step process:

1. Contact us on 03333 222 666 or via the form on our website
2. Submit your Apprentice Vacancy
3. We send you the applications weekly
4. Select the right candidate for your business
5. You have successfully signed up an apprentice.





## Apprenticeships with Total People

We offer apprenticeships and courses in a wide range of career areas and levels. This includes intermediate, higher and advanced apprenticeships.



Accountancy



Automotive (Bus, Coach & HGV)



Business Administration



Customer Service



Early Years & Education



Engineering



Human Resources



Management



Property



Refrigeration & Air Conditioning



Scaffolder



Teaching Assistant

## Funding Apprenticeships

*The first question to ask is – as an employer, do you pay the Apprenticeship Levy?*



**If your annual wage bill is over £3m,** you're a levy payer and a tax of 0.5% of wage bill can be used to cover the cost of apprenticeship training.



**If your annual wage bill is less than £3m,** you are a non-levy payer and fall under the co-investment funding model, where 95% of the cost of training is covered by the Government.

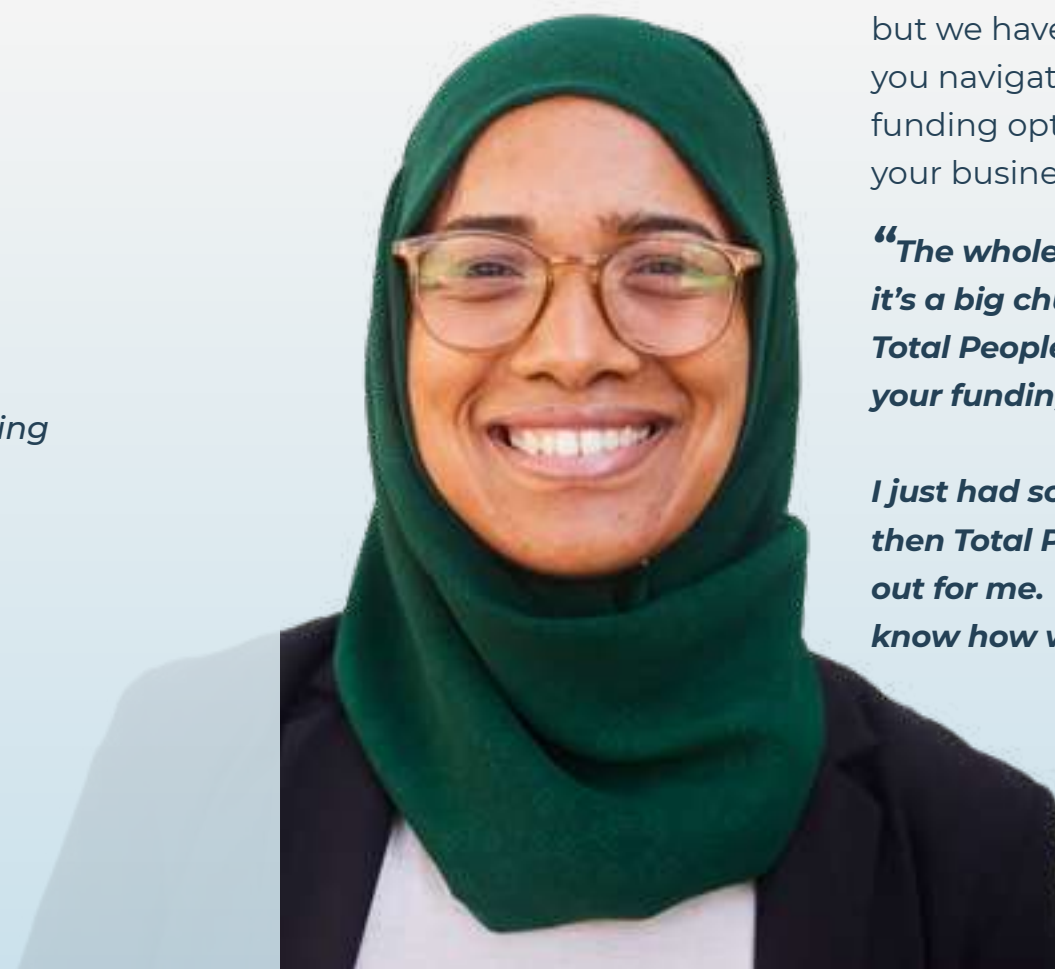
**However, there are some exceptions and additional funding available, with Government changes to funding that came into force on the 1st April 2024.**

Apprenticeship funding can seem confusing, but we have friendly advisors who can help you navigate how to get the most from funding options that are best for your business.

***“The whole course is about £18,000... it's a big chunk out of a small company. Total People said “We can help you get your funding.”***

***I just had some fill in some forms at the time, then Total People sorted absolutely everything out for me. If it wasn't for the funding, I don't know how we'd actually do it.”***

- A&B Air Conditioning



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## NEXT STEPS

### Contact one of our friendly advisors

**Phone:** 0333 322 2666

**Email:** [enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk)

**Visit:** [totalpeople.co.uk/employers](https://totalpeople.co.uk/employers)

1.

We will work with you to understand your business needs, plans and direction.

2.

We will support you with any questions you have throughout your journey.

3.

We will work with you to maximise funding and recruitment.

### For more information



@tpapprenticeships



Total People



@totalpeople



/totalpeople

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*Total People is part of LTE Group. LTE Group is committed to equality of opportunity, non-discriminatory practices and supporting individual students. This information is also available in a range of formats, such as large print, on request.*