

# GROW YOUR TEAM

How to plan, recruit and develop apprentices



### STEP 1 ASSESS YOUR WORKFORCE DEVELOPMENT NEED

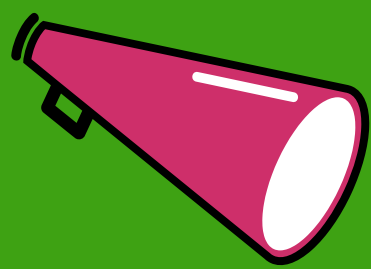
Identify the skills gaps of your workforce and their current qualification level relating to their role. Think about any vacancies that could be considered as a future apprentice role. Estimate how much funding you have to spend on an apprenticeship.



### STEP 2 CHOOSE APPRENTICESHIP TRAINING AND ASSESSMENTS

Find a training provider who will offer the right apprenticeship qualification and assess your apprentice over the duration of their qualification. Browse apprenticeship training and search for local providers at

<https://findapprenticeshiptraining.sfa.bis.gov.uk/>



### STEP 3 ADVERTISE A VACANCY

To recruit an apprentice or identify an existing employee, work with a training provider to help with advertising and shortlisting.



### STEP 4 PROVIDE ONGOING SUPPORT FOR THE APPRENTICE

Helping new apprentices to adjust to the workplace, nominating a member of the team to be the apprentices mentor, planning workload to provide the necessary opportunities to complete practical tasks in line with training goals. Also build in time for the apprentice to receive regular assessment / workplace reviews by the training provider.