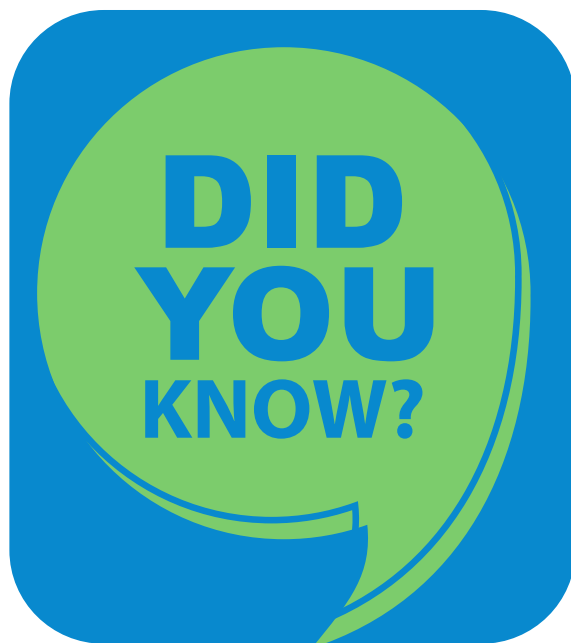


HOW TO TAKE ON AN APPRENTICE



FACTSHEET



The apprenticeship service is a government online service which will allow you to set up and manage your apprenticeships. [Click here](#) for instructions on how to set this up.

WHO IS ELIGIBLE?



Apprentices can be a new or existing employee and they must:

- be 16 or over
- combine work with study to gain skills and knowledge in a specific job
- spend an average of 6 hours per week (Full-Time) of their working hours on 'off-the-job' training with your chosen training provider



THINGS TO CHECK

- Eligibility of apprentice
- Agreements to sign
- Choosing a training provider
- Types of apprenticeships
- End-Point Assessments
- Certification

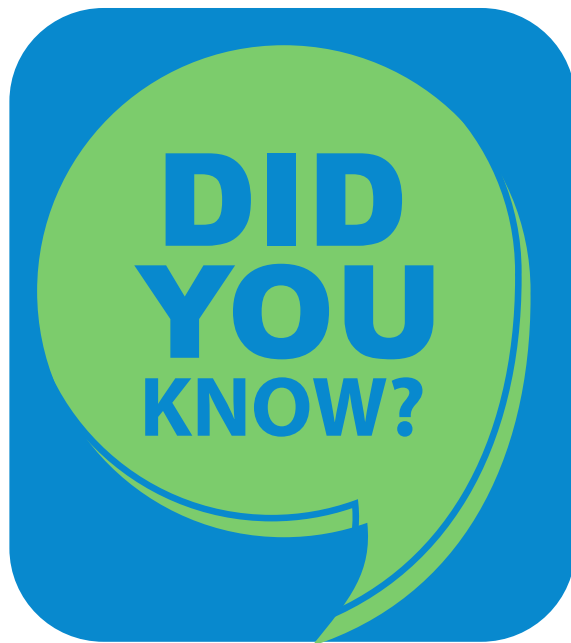
[Click here](#) for further details.



DID YOU KNOW...

There a large number of apprenticeships from which to choose, from Level 2 to Level 7.

HOW TO TAKE ON AN APPRENTICE



FACTSHEET



‘On-the-job’ training will be delivered by you, as the employer. You’ll need to give your apprentice training and supervision to help them perform the job you’ve hired them for.

TYPES OF SUPPORT

You are encouraged to provide additional support to ensure your apprentice’s success. Types of support can include:

- a comprehensive induction
- mentoring or regular one-to-one guidance
- social enrichment and networking opportunities
- performance reviews
- mental health and wellbeing support

[Click here](#) to access further information.

HASO RESOURCES

There are a variety of resources on HASO to help you on your way:

- [Standards page](#) to choose the right apprenticeship
- [Funding page](#) to help you understand apprenticeship funding
- [Skills for Life](#) section details what support is available for your apprentice in regards to Functionals Skills.
- [Resources](#) section for further guidance.



DID YOU KNOW...

Your apprentice may also need to study for maths and English qualifications as part of their apprenticeship.