

HR & OD POLICIES

human resources and organisational development

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How to set up an apprenticeship

Step 1 – Identifying where you need apprenticeships.

Contact [AskHR](#) to advise that you are considering setting up an apprenticeship. They will put you in touch with the appropriate HR team to support you with the process. You may find it helpful to read this guide in conjunction with the [Apprenticeship Q&A](#).

Step 2 – Select an appropriate training framework.

HR&OD will assist with identifying an appropriate framework. A framework refers to the area of work the apprentice will be involved in, and sets out entry requirements, job roles and intended learning outcomes for the apprenticeship. Frameworks for all Modern and Graduate Level apprenticeships can be found [here](#).

Step 3 – Select a training provider

HR&OD will guide you through selecting the most appropriate training provider. Aberdeenshire Council delivers Modern Apprenticeships in Social Care, Business Administration, and Horticulture in-house.

For everything else, Skills Development Scotland has [a list of registered training providers](#).

Step 4 – Job Design

You should now follow the [Job Grading Procedure](#). Given the entry level nature of an apprenticeship, it is likely that the role will attract a wide variety of candidates, particularly younger people. If a new job profile is required, you should ensure that jargon is kept to a minimum, and previous experience should not be included in the essential criteria for the post.

Step 5 – Recruitment and Selection

You are now in a position to recruit your apprentice. An apprentice will be an employee for the duration of the apprenticeship, so you will need to follow the [Recruitment and Selection Procedure](#).

It is important to understand that school leavers and young people will likely have limited job application and interview experience, so you should factor this in to any

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apprenticeship recruitment and selection process. See the [Apprenticeship Q&A](#) for recruitment and selection tips.

Please ensure that the preferred candidate has not already undertaken an apprenticeship at the same level, in the same occupation. If so, they may not be eligible. If you are unsure, please check with HR&OD.

Step 6 – Induction and ongoing support

Providing the right information to your apprentice will help new starts feel comfortable and confident when they join to the organisation.

As part of the induction, you should:

- Have a discussion with the apprentice about roles and responsibilities.
- Match the apprentice with a nominated mentor or buddy for the duration of the apprenticeship.
- Cover how the apprenticeship qualification will be delivered at induction.
- Set up 1:1 meetings with your apprentice at least monthly to check on progress.

It is highly advisable to involve the training provider in these meetings on a regular basis. HR&OD can deliver mentoring and coaching training, should you or other staff members require this. Please contact [AskHR](#) in the first instance. As training is a key part of the apprenticeship, an apprentice must be given time to complete their qualification during work hours.

Step 7 – End of apprenticeship review

You should have a good idea as to when your apprentices training is coming to an end, and it is good practice to ensure that any upcoming vacancies are managed, to ensure that the apprentice has opportunities to apply for suitable positions.

If you feel that your apprentice would benefit from interview skills training, please contact [AskHR](#). Please ensure that you do this at least three months prior to the planned apprenticeship end date.

Prior to the apprenticeship ending, you should conduct a review meeting with the apprentice, to discuss progress and advise them of next steps, including any upcoming job vacancies.