

External Apprenticeship Recruitment Guidance for Managers

Initial Assessments

Successful candidates must undertake initial assessments with the Learning Provider prior to starting the apprenticeship, to determine its suitability. The initial assessments also check how much of the apprenticeship programme the individual requires to reach occupational competency which will inform the expected apprenticeship duration.

The **Initial Assessments** Includes:

- **Recognised Prior Learning (RPL)**

The following is considered against the knowledge, skills and behaviours set out in the apprenticeship standard: prior education, training or associated qualification(s) in a related sector subject area and any previous apprenticeship undertaken.

Where there is prior learning, the content and duration of the apprenticeship must be reduced to reflect this. The new (reduced) duration must still meet the minimum apprenticeship duration threshold of 12 months.

- **Work Experience**

If a candidate has prior work experience in a similar environment, existing knowledge, skills and behaviours will be assessed. This can result in the apprenticeship being reduced in content and duration. The new (reduced) duration must still meet the minimum apprenticeship duration threshold of 12 months.

- **Screening checks (Functional Skills: English and maths)**

If an apprentice does not have acceptable evidence of previous attainment of English and/or maths at the required level, screening checks will be used. The screening checks are used to check competency level and ensure that the apprentice will be able to achieve the required functional skills in the apprenticeship timeframe. It may be flagged up that the candidate's current working level is Entry 1, 2 or 3 and they do not have any existing qualifications, which would mean that it would be difficult to achieve Level 1/2 within a 12-month apprenticeship, as each functional skill element has Guided Learning Hours of 60 hours. The screening checks are also to identify whether the candidate has any additional learning needs. If additional learning needs have been identified, even with learner support, it would be extremely difficult to jump from Entry 2 to Level 1/2 within the timescale of the apprenticeship.

Prior to Interviewing Candidates

Before interviewing candidates, recruiting managers should speak with the Learning Provider to consider the above implications and to understand what would typically be expected from an apprentice to engage with the apprenticeship and/or apprenticeship level identified. Recruiting managers should explore whether there are alternative options available should the apprenticeship level not be suitable so they can understand any possible implications. Recruiting managers can then take this into consideration whilst interviewing candidates.

Once a potential successful candidate has been identified, recruiting managers should contact the Learning Provider again to ensure apprenticeship suitability.

Potential scenarios where the apprenticeship is unsuitable:

1. The Learning Provider deems the apprenticeship unfeasible due to the apprentice’s existing knowledge, skills or behaviours which would result in the new (reduced) duration less than the minimum apprenticeship duration threshold of 12 months. The Learning Provider may recommend an alternative apprenticeship (where available), which could be of a higher level or in a different subject area. ***This may have a salary implication (see below).***
2. The Learning Provider deems the apprenticeship unsuitable due to the apprentice’s limited prior learning, work experience and/or functional skills (within the subject area). They may recommend an alternative apprenticeship (where available), which could be of a lower-level or in a different subject area. ***This may have a salary implication (see below).***

No employment offer should be made until recruiting managers have spoken with the Learning Provider and are confident the candidate is eligible to undertake the apprenticeship.

Apprenticeship Levels and Salaries

Each apprenticeship level (1-8) is equivalent to certain qualifications. When recruiting, you should ensure the candidate demonstrates the ability to undertake studies at the equivalent qualification level.

		LEVEL					
UNIVERSITY	8	Doctorate PhD					
	7	Master's Degree MA, MSc, MPhil					
	6	Undergraduate Degree BA, BSc				Higher Apprenticeships	Degree Apprenticeships
	5			Foundation degree FdA, FdSc			
	4						
COLLEGE	3	A level	A2	BTEC Nationals			Advanced Apprenticeships
			AS				
SCHOOL	2	GCSE Grades 9-4		BTEC Firsts			
	1	GCSE Grades 3-1					

There are [Apprenticeship Salary Scales](#) in recognition of the different apprenticeship levels:

- Level 2 and 3 = National Minimum Wage for Age
- Level 4 and 5 = Higher Level Apprenticeship Salary Scale
- Level 6 and 7 = Degree Apprenticeship Salary Scale