How To:
Hire An Apprentice

1. Create an employer account with the National Apprenticeship Service

- **Create an employer account.**
- You will need to add your PAYE scheme and your Accounts Office Reference Number (AORN) details.
- Add Wirral Met College as your chosen training provider – our UKPRN is **10007553**
- Grant the College permissions to add and recruit apprentices
- *Need help?* Contact the National Apprenticeship Helpdesk
  - helpdesk@manage-apprenticeships.service.gov.uk
  - Call: 08000 150 600

Upon creating your Apprenticeship Service account, you will be sent a confirmation email. This will outline the next steps you must action before you can reserve funds for apprenticeship training.

2. Send Wirral Met a copy of your job description

3. Complete the following documentation:

- Health and safety assessment form
- Apprenticeship Training Services Agreement
- Send us a copy of your Employer's Liability Insurance certificate
- If your apprentice is aged 16-18, complete the Government Incentive payment form

4. Advertise and recruit your apprentice

- We will set up your apprenticeship on the National Apprenticeship Service website
- We will promote the vacancy on Wirral Met's website and social media accounts
- We will share details with JobCentre Plus and local organisations
- *Don't forget to add the vacancy to your organisation's website and social media.*

5. Once you have recruited your apprentice or your employee is ready to progress:

- We need your apprentice's full name, date of birth, postcode, email and phone number.
- We will ask your apprentice to give us their permission to check their Personal Learner Record, or to send us copies of their GCSE certificates for English and maths or Functional Skills level 2 English and maths.
- We will ask the apprentice to attend an initial assessment of their English and maths.

6. Your trainer assessor will meet you and your apprentice to complete the enrolment process

View the video on YouTube: Recruiting an apprentice using the Apprenticeship Service

Contact Us:

wmc.ac.uk/employers | employerservices@wmc.ac.uk | 0151 551 7610