

Recruiting an Apprentice : BCC maintained schools

School identifies an opportunity. Speaks with BCC Learning & Development team (via hrservicedesk@buckscc.co.uk) to explore which training provider on the approved list can be used

Apprenticeship type & level agreed & training provider introduced

School submits **Levy Claim Form** to L&D (*copy on schools web*)

L&D approves use of levy funds

School completes **Advertising Booking Form** (*copy on schools web*) & sends to advertising@buckscc.gov.uk

BCC Resourcing team notifies school when adverts are live

Applications go directly to school for shortlisting.
School invites applicants to interview, selects & notifies unsuccessful applicants.

School conducts Right to Work, qualifications and DBS checks

School liaises with training provider on learner assessment & desired start date
(NB Apprentice must be enrolled on the apprenticeship on the date employment starts.)

School completes electronic **Notification of Appointment** form (*copy on schools web*)
for HR Operations Team to complete starter details (including Contract)

Apprentice start date:
Training provider completes enrolment with apprentice on first day;
BCC employer **Apprenticeship Agreement** signed;
School starts Induction training.

L&D charge school one-off £750 fee for advertising & ongoing HR service provided