

ADVERTISING FOR YOUR APPRENTICE

Apprenticeships are available to both existing and new staff. This section focuses on employers looking for new staff only.

1. You will need to advertise your apprenticeship vacancy just as you would a non-apprenticeship vacancy. Firstly, you should advertise your apprenticeship on your Apprentice Service account. There is a standard format required. Please see the appended Employer Toolkit - Apprenticeship Vacancy Form. As an additional benefit, your apprenticeship will automatically appear on the South Yorkshire Apprenticeship Hub Vacancy Portal and our social media channels which are routinely promoted across the region giving you the best access to a local, high calibre talent pool.
2. Alternatively, if you grant your chosen training provider permission, they can advertise this vacancy on the Apprenticeship Service for you. Most training providers will also advertise this for you, and the SYAH will share the vacancy with their networks and on their social media channels.
3. If you prefer to advertise the vacancy yourself, you will need to:

How to Advertise

- Sign into your Apprenticeship Service Account
- Reserve funding: Select 'Your Funding Reservations' and input the required data
- Select 'Your Apprenticeship Adverts'
- Select 'Create Advert'
- Input the requested information and select 'Submit' (the vacancy title must include the word 'Apprenticeship')
- A "Walkthrough of the Apprenticeship Service" is a useful how-to video which can be viewed [HERE](#).

How to Recruit

- All applications will appear under 'New Applications' for you to review and select for interview
- Undertake the interview(s) with selected applicants
- You must update the 'Applications' section to show successful/unsuccessful applicants
- Add the successful apprentice to your Apprenticeship Service Account

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