

Apprenticeship Recruitment Process

1. Vacancy established.
. Ensure funding is available for a Band 2 (n.b. any savings made during apprenticeship are temporary)

2. Manager identifies post could be filled through apprenticeship and discusses with Apprenticeship Co-ordinator

3. Complete establishment amendment form to create apprentice position number

4. Apprenticeship Co-ordinator uploads vacancy onto Trac

5. Local and Corporate vacancy scrutiny processes are followed

10. Apprenticeship undertaken – reviews held every 2 months and poor performance addressed if identified

9. All-Wales Apprenticeship Contract issued

8. Appointed on apprentice salary on FTC (usually 12 months depending on length of qualification)

7. Usual recruitment process followed, including interview in open competition

6. Apprenticeship advertised on Trac and NHS Jobs

11. At 9* months review is held to determine if meeting competencies and whether they will be ready to be appointed substantively post at end of apprenticeship – keep a record of this discussion. (*may be 15 or 21 months depending on length of qualification)

12a. If decision is made to appoint substantively a band 2 vacancy request is uploaded onto Trac by Line Manager - this must be done within 2 weeks of decision being made to ensure there is time to appoint before the apprenticeship comes to an end (n.b. state clearly on Trac that this is an apprenticeship being converted into a Band 2 role)

13. No advert is published but link to hidden vacancy is sent from recruitment to line manager to share with apprentice for them to apply

12b. If NOT successful follow FTC Procedure for dismissal (Apprenticeship Co-ordinator and HR advisor must be involved)

16. New substantive appointment letter and contract issued as no longer an apprentice. PADR held after 6months

15. Appointed substantively via Trac and NAF (new appointment form) issued to manager by NWSSP

14. Informal interview held (competitive element completed at step 7 so no need to interview in open competition)

