

Your Next Steps

Services to Business are able to provide support and guide you through the process of taking on an apprentice:

Step 1

Call 01483 44 85 30 to speak to our Business Development Team or email employers@guildford.ac.uk

Step 2

A member of our Business Development Team will discuss your requirements either over the phone or face-to-face.

Step 3

We will provide you with all the necessary information, including Employer Requirements of taking on an apprentice and funding that may be available.

Step 4

If an apprentice has not already been identified, we are able to assist you in sourcing an apprentice for your business – by advertising the role or from our database of potential candidates. If you already have a candidate in mind, please skip to step 9.

Step 5

If advertising is required, we will require a job description from you – we will then take care of the rest.

Step 6

We advertise Apprenticeship vacancies through a variety of platforms including the National Apprenticeship Service Website, Social Media and internally at the College.

Step 7

We will pass any suitable candidates on to you, as they come through, after an initial screening.

Step 8

You will need to interview preferred candidates and offer the successful candidate a Contract of Employment.

Step 9

We will request for successful candidate to complete an Application and Enrolment Form.

Step 10

Details are passed over to the relevant assessor who will arrange to interview the candidate to confirm eligibility and suitability for the Apprenticeship.

The assessor will then arrange a sign-up meeting with the you which will cover Health and Safety, Training Plan and assistance in applying for any available Government funding.
