



The Apprenticeship Roadmap step by step...

Apprentices are considered in law to be employees and have the same rights as employees. However, as they are often under 18 and will also be in education, taking on an apprentice will involve certain extra considerations.

The roadmap below sets out the steps to take when preparing to employ an apprentice. Use this guide to check you're meeting all the requirements - then sit back and reap the rewards of working with the best young talent in North East.

1

Plan your apprenticeship programme

- Find out about the overall process and what to expect. **The Growth Hub**, **ACAS** and **Gov.uk** all provide relevant information.
- Estimate how much funding you will be able to spend on apprenticeships.



2

Choose the training and assessment providers

- Find the right type of apprenticeship training for your business.
- Choose a training provider. We have a list of providers [here](#) that could help.
- Choose an organisation to assess your apprenticeship.
- Growth Hub can advise you on the type of training to choose, and point you to local providers.



3*

Manage the funding for your apprenticeship

- Register securely to set up an Employer account with the Apprenticeship Service. Use your Government Gateway ID for this.
- Assign PAYE schemes to your Employer account to view your levy balance.
- View your current levy balance, and check for any expiring funds that you might lose.
- Forecast your funding balance in the future.
- Check how much you could pay if you don't have enough levy.



4*

Start a new apprenticeship contract

- Agree how much you want to pay your training provider from your levy account.
- Set up and authorise payment to your training provider.
- See when a payment has gone through.
- Pause or stop a payment to a training provider if necessary.



5

Advertise a vacancy and recruit an apprentice.

- Post an apprenticeship opportunity, interview applicants and select a new apprentice.
- Hurrah!



* NB: Non-levied employers do not have to complete steps 3 and 4

