

BiKBBI Futures:

Guided: Your free support guide to apprenticeships

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Introduction

Welcome to our introductory guide on recruiting and onboarding apprentices within the kitchen, bedroom, and bathroom (KBB) sector. This brief guide is tailored specifically for businesses considering the Fitted Furniture Installer Apprenticeship Standard.

Apprenticeships can be a powerful tool for businesses, helping to cultivate new talent, upskill your workforce, and even improve productivity. However, navigating the apprenticeship system can often seem complex and daunting. That's where we come in.

This guide aims to provide an overview of the key steps involved in recruiting and onboarding apprentices. It covers the basic process from understanding the Apprenticeship Standard, to setting up your digital account and funding the apprenticeship.

This 'Guided' service is designed to provide a clear roadmap for your apprenticeship recruitment and onboarding journey.

If you find that you require more comprehensive support or assistance at any stage, we offer two additional levels of service: 'Supported' and 'Managed'. These services provide varying degrees of support tailored to meet your specific needs, including the management and completion of all steps listed in this guide.

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1

Identify your needs and evaluate your capacity

Start by assessing your company's needs and decide what skills an apprentice can bring to your organisation. Ensure you have the capacity to provide supervision and support to an apprentice over the course of their apprenticeship, which is typically one to two years for the Fitted Furniture Installer Apprenticeship Standard.

2

Understand the Apprenticeship Framework

Familiarise yourself with the Fitted Furniture Installer Apprenticeship Standard – see *Apprenticeship Overview in the BiKBBi Library for more information*. This standard details the skills, knowledge, and behaviours required by an apprentice to competently fulfil the role of a Fitted Furniture Installer. Ensure you understand the training and assessment requirements of the apprenticeship.

3

Set up an Apprenticeship Employer Digital Account

Before you hire an apprentice, you will need to create an apprenticeship employer digital account on the UK government's apprenticeship service website. This account is essential for receiving funding to pay for apprenticeship training and assessment costs. Here is a brief outline of the steps you need to take:

Get started: Setting up an Apprenticeship Employer Digital Account

- **Create an account:** Visit the [Manage apprenticeships](#) page on the GOV.UK website and click 'Sign in'. From there, select 'Create new account'. You will need to provide your email address and create a password.
- **Add PAYE schemes:** You will need to add your PAYE scheme to the digital account. This ensures that the funds you receive are linked to your workforce. Please have your PAYE scheme details ready.
- **Connect with your organisation:** Confirm your connection to your business. If your business is not listed, follow the instructions to add it.
- **Add organisations that will manage your account:** If other organisations, such as training providers, will manage your account, you can add them. They will need to confirm the connection.
- **Sign your agreement with the ESFA:** You will need to sign an agreement with the Education and Skills Funding Agency (ESFA) to receive apprenticeship funding.
- **Reserve funds:** Reserve funding for apprenticeship training in your account. This step is crucial as it secures the funds for your future apprentice.

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Choose a training provider

Search for an approved training provider. You can use the [Find Apprenticeship Training](#) service on the gov.uk website to find a suitable provider. The training provider will help guide you through the setup process, deliver the training, and assess your apprentice's progress. Be sure to check their performance, OFSTED rating and pass rate to make sure you are getting the best training provider available to you.

5

Funding the apprenticeship

Understand how apprenticeship funding works. Non-levy paying employers pay 5% towards the cost of apprenticeship training and the government covers the remaining 95%. There may also be additional incentives available for hiring apprentices.

6

Advertising the apprenticeship

Write a detailed job description and advertise the apprenticeship position. You can advertise on national apprenticeship websites, your company website, job boards, or social media. You can also ask your training provider for assistance with recruitment.

7

Selection process

Screen applications, conduct interviews, and select your apprentice. Be sure to verify their eligibility for the apprenticeship (they must be 16 years old or over and not in full-time education).

8

Apprentice agreement and commitment statement

Once you have selected your apprentice, you will need to sign an apprenticeship agreement with them. This outlines the employment arrangements, working conditions, and the training you will provide. Additionally, a commitment statement will be signed by the employer, apprentice, and training provider, detailing the responsibilities of all parties.

9

Onboarding your apprentice

Onboarding involves introducing your apprentice to your team, providing them with any necessary uniform and equipment and explaining company procedures and policies. Ensure that a mentor or supervisor is assigned to provide ongoing support and guidance to the apprentice.

Remember, apprenticeships are an excellent opportunity to grow your business and invest in talent. If you require further support or assistance with any of these steps, please do not hesitate to contact us.

Get in touch:

If you have any queries regarding this guide or require any further information, please get in touch. Our team is always ready to provide insights and advice, including details on our 'Supported' and 'Managed' service offerings.

We look forward to hearing from you.



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