



# How to hire an apprentice

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## Create an apprenticeship service account

First, you will need to [create an employer account](#).

### TIP!

Ensure you add your [PAYE scheme and AORN reference numbers](#) and don't forget to sign the employer agreement!

Watch  
the how-to  
video

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## Grant the college account permission

Once registered, you will need to grant Wirral Met College account permissions to complete actions on your behalf. Simply add Wirral Met College's UKPRN – 10007553 - to your digital account. Once you have done this, you can then give permission for Wirral Met to add apprentices (but not to recruit). As the employer, you will need to approve any account actions we make.

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## Secure your funding

If you are a non-levy paying organisation, you can [reserve government funding](#) using your account to help cover apprenticeship training and assessment costs.

You may also be able to benefit from a transfer of funds from a larger business. We can provide further information and reserve funding on your behalf.

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## Sign up

Our team will send you a pack of forms to fill, including:

- a health and safety risk assessment
- apprenticeship training services agreement
- apprenticeship vacancy form

We'll also require a copy of your Employer's Liability Insurance Certificate.

Visit  
the help  
portal

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## Advertise and recruit

We will advertise your apprenticeship via the [National Apprenticeship Service website](#) as well as Wirral Met College's:

- website
- social media accounts
- talent pool

We'll help you to collate applications and manage candidates within your apprenticeship service account.

### TIP!

Share the vacancy across your company's social media accounts for maximum exposure.

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## Add your apprentice to your account

Once recruited, you will need to add your apprentice to your account and ensure that you have created your [apprenticeship agreement and commitment statement](#). Wirral Met can complete this step for you, if needed.

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## Apply for the incentive payment

If eligible, you can apply to receive £3,000 for hiring a new apprentice of any age between 1 November 2021 and 31 January 2022. The [incentive payment](#) is in addition to the £1,000 employers already receive for hiring an apprentice aged 16 to 18 years old, or aged between 19 to 24 years old with an Education, Health and Care plan or who has been in the care of their local authority.

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## Find an end-point assessor

We will provide you with information on the [end point assessment](#) organisation to assess that your apprentice has the right skills and behaviours needed to be occupationally competent. This will be set up as part of your apprenticeship programme at the start of the apprenticeship.