

Apprenticeship Recruitment Service Agreement



Thank you for contacting OTC¹ with your apprenticeship vacancy. The Government does not fund apprenticeship recruitment so the costs are born directly by the Training Provider. OTC provides this service to you - the Employer – free of charge on the understanding that you will work with us (as your delivery partner) to develop your employee through a relevant apprenticeship framework or standard.

Your vacancy will be promoted through the Government's Recruit an Apprentice System; www.gov.uk/recruit-apprentice. OTC occasionally promotes vacancies via other mediums where it is beneficial to do so.

Recruitment Process – an overview

We will...

- ✓ Advertise and promote your vacancy until it is either filled or withdrawn by you
- ✓ Review suitability of candidates
- ✓ Send appropriate CVs to you
- ✓ Arrange interviews with you and the candidates

You will...

- ✓ Provide us with a Vacancy Specification or Job Description
- ✓ Decide which candidates you would like to interview
- ✓ Decide which candidate (if any) to offer the position to or reject and give feedback

We recognise that some companies expect an apprenticeship vacancy to be filled very quickly. Sometimes, that is achievable and we will do our best to work to your timescale. However, there are a number of variables i.e. type of job role, volume of interested applicants and their suitability and supply and demand. Our aim is to find you a quality apprenticeship applicant who, when trained and developed, will make a positive contribution to your business. Sometimes these steps and decisions take a little longer than expected.

Please note that the Government has clearly stipulated conditions under which apprenticeship funding can be utilised and both employers and training providers must abide by these; OTCs Employer/Provider Apprenticeship Contract refers.

Please contact Melanie Bailey, Recruitment Officer on 0161 624 5360 or email mbailey@otctraining.co.uk if you have any queries or concerns.

Agreement

I agree that by choosing to use OTC's recruitment service I am stating my firm intention to use OTC as the Apprenticeship delivery partner. I understand that if I choose not to use OTC as the delivery partner once the recruitment process has been completed, I will be charged a recruitment fee of £500 per candidate² in acceptance of the costs duly incurred by OTC.

Signed for on behalf of The Employer

Company Name _____

Signature _____

Print _____

Position _____

Date _____

Please follow the link provided to read our [Apprenticeship Privacy Policy](#).

¹ Trading name of Oldham Engineering Group Training Association Ltd

² Where multiple candidates are recruited at the same time, the fee will reduce by 25% per candidate.