



APPRENTICESHIP RECRUITMENT SERVICES

Kaplan has an experienced and dedicated Apprenticeship Recruitment Team who can assist your business in sourcing the most suitable talent for your vacancies, whether that be finding the perfect apprentice or delivering a whole recruitment campaign.

We will advertise your roles and establish potential candidates' drive and motivation for the apprenticeship they have applied for as well as their culture fit for your organisation.

If you choose Kaplan to provide your apprentices' training, our recruitment service is completely **free**.*

LOOKING FOR THE PERFECT MATCH

Your vacancy will be advertised on the most relevant sourcing channels including *Find an Apprenticeship*, *GetMyFirstJob*, *Not Going to Uni*, *CareerMap* and the Kaplan website. We also proactively search for high calibre candidates using the *GetMyFirstJob* database and our very own database, containing over 1,000 active candidates.

Candidates are initially shortlisted against the qualifying criteria. They are then scheduled for a telephone or face-to-face screening interview where our Recruitment Team goes through a number of questions to establish the candidates' motivation. We aim to understand their personalities, their strengths and weaknesses and what they

are looking for in their next, and often first, career step. We assess whether an apprenticeship is the right route for the applicants and ensure they have considered travel options and go through any other candidate-specific circumstances to ensure they are successful during their apprenticeship. We will then send you the screened shortlist for your review.



We want to make sure the employer and the apprentice fit together perfectly!

Hannah Podlewska
Kaplan Recruitment Manager
– Apprenticeships

* Free recruitment service providing the training is delivered by Kaplan.

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KAPLAN

SUPPORTING THE SELECTION OF TALENT

Our Recruitment Team will help you organise face-to-face interviews with the selected candidates. We will conduct preparation sessions with them to ensure they feel ready and fully equipped before meeting you.

If you prefer handling the recruitment process yourself, we are also able to provide a less extensive service whereby we can advertise vacancies and direct suitable candidates to your own online application page.

ACCOMPANYING EMPLOYERS AND CANDIDATES THROUGH THEIR JOURNEY

Our Recruitment Team will keep you updated with progress throughout the recruitment process, advising of any changes which could increase candidate attraction and helping with any questions along the way.

We provide feedback to the candidates and regularly liaise with the successful applicant throughout the offer stage up until our On-Boarding team takes over once a candidate has started their apprenticeship.

Kaplan ensures equality and diversity throughout the recruitment process.

We partner with charities such as *Leadership Through Sport and Business*, helping to place their candidates in suitable apprenticeship opportunities. We also maintain links with local schools and colleges throughout the country in order to promote apprenticeship opportunities and give valuable insight into the provision offered at Kaplan.



If you have any further questions about Kaplan's Apprenticeship Recruitment Services, speak to **Hannah Podlewska, Recruitment Manager – Apprenticeships**.

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The Kaplan logo consists of the word "KAPLAN" in white, uppercase, sans-serif font, set against a dark blue background. A white curved line underlines the text, starting from the left and ending under the 'N'.