

Take on an apprentice.  
Take your business forward.



**Apprenticeships can enhance your workforce, increase productivity and introduce a fresh perspective to your business, enabling you to develop motivated and skilled employees.**

The National Apprenticeship Service supports the delivery of apprenticeships in England. It offers free impartial advice and support to employers looking to recruit for the first time or expand their apprenticeship workforce.

**Brought to you by**  
**National**  
**Apprenticeship**  
**Service**

# How do I employ an apprentice?

Our dedicated employer teams are on hand to guide you through the simple three-step process to hiring an apprentice.

- 1 Decide** on a relevant apprenticeship for your business and a suitable training organisation, with help from one of our apprenticeship advisers. You can advertise the apprenticeship vacancy for free on the 'Find an apprenticeship' service at GOV.UK, where up to 28,000 vacancies are available online at any one time.
- 2 Deliver** the apprenticeship by working with a training organisation to reduce the burden on your business.
- 3 Develop** your apprentice and enter them into awards and competitions to put your business on the map.

Search 'employ an apprentice'  
at GOV.UK or call 08000 150 600