



## How to hire your perfect apprentice

There is no doubt that the early years sector has been significantly affected as a result of the coronavirus worldwide pandemic; with thousands of nursery owners and managers being forced into a situation where the only option was to furlough staff or make redundancies. Even as settings started to reopen fully in June and July, recruiting new staff was pretty much out of the question.

However, a new employer incentive scheme called 'kickstart jobs scheme', announced by the government in July, now means that employers can receive up to £3000\* each time they recruit a new staff member and put them on a training course.

What this means, is that nursery owners and managers can start recruiting staff for the positions they've been wanting to, but haven't been able to - up until now - and earn up to £3000\* from each new apprentice, regardless of whether they have no experience or already qualified in early years.

*\*£2,000 for each apprentice aged 16-24; £1500 for apprentices aged over 25.*

*This is in addition to the existing £1,000 payment the government already provides for new 16-18 year-old apprentices, and those aged under 25 with an Education, Health and Care Plan – where that applies.*

## Top tips to hire your perfect apprentice

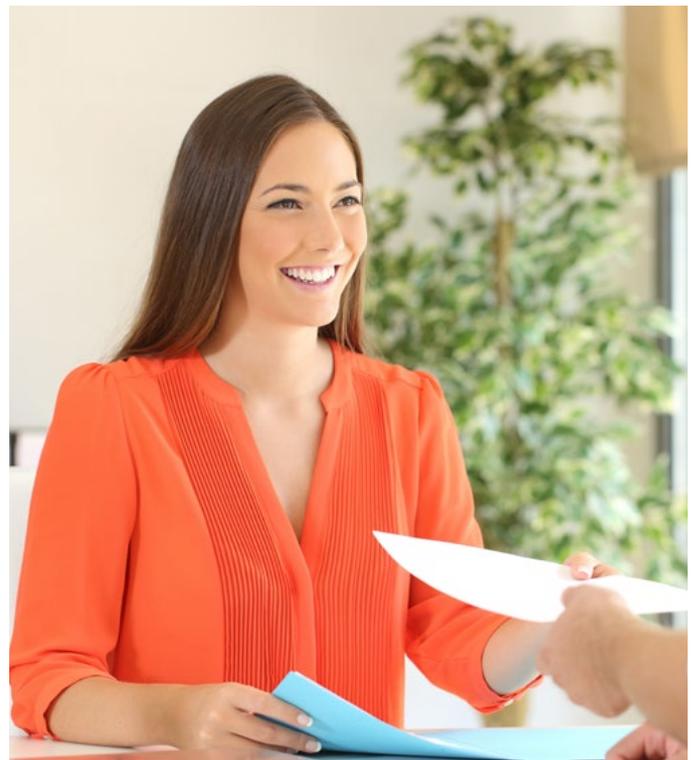
If you are looking to fill a skills gap in your team and considering taking on an apprentice, but are unsure of all the facts, look no further. The team of recruitment experts at Parenta are on hand to give guidance to early years settings looking to upskill their staff and hire a new apprentice:

### 1. Provide your recruiter with your apprentice requirements in detail

Take your time and be as thorough as you can. This will help find a candidate who's tailored specifically to your needs and will also get the vacancy filled quicker.

### 2. Set time aside to communicate with recruiters

Their role is to help you as much as they can! If a CV is sent over to you that looks suitable, get back to the recruiter straight away to let them know. If you delay, the candidate may have found a position elsewhere. Prepare a full job description with duties and send to the recruiter. You can also give information about the ethos of your nursery. Include as much information as possible - this will help candidates get a feel for your setting and what they would be doing - before attending an interview.



### **3. Ask candidates to prepare or research something prior to interview**

For example, prepare an EYFS activity, or research what 'safeguarding' means. This will help you see if the candidate has made time to prepare for their interview.

### **4. Hold a trial day or session for your potential apprentice**

This will show you if the candidate interacts well with the children and uses their initiative. Do let the apprentice know what you're hoping to get out of the session beforehand - many will be nervous!

### **5. Make sure you give feedback to your recruiter**

This will help the candidate to improve when applying for other roles and will also help the recruiter when finding more suitable candidates for you.

### **6. Discuss and manage expectations once you have hired your apprentice**

Young apprentices may not have much of an idea what is expected of them in a workplace such as dress code, punctuality and attitude. Talk to them regularly about how they're getting on in the first few weeks and give them feedback.

### **7. Set a probation and make it clear to your apprentice**

If things aren't going to work out, you'll usually know in the first few weeks!

### **8. Arrange an enrolment meeting with your training provider with plenty of time before the apprentice starts the training**

This will help your apprentice to understand what apprenticeship they're completing. Make sure to check through the paperwork thoroughly so that nothing is missed, and the signup process will be quick and easy.



## 9. If the apprentices that you hire is aged 16-18, you won't need to pay for anything at all for their training

If they are aged over 18, you could be eligible for a grant to help cover your costs. From April 2019, the government introduced a 50% reduction in apprenticeship contribution – from 10% to 5% – even more reason to take on an apprentice!



Did you know... you can now access government funding for up to 10 staff members - instead of 3 - to help get your staff qualified and keep them motivated!

Here at Parenta Training, our friendly team of experts guide you through the recruitment process and take all the hassle out of it for you. They are up to speed on all legislation changes that occur - including funding, grants, contribution, minimum wage, off-the-job training etc.

To date, Parenta has worked with and provided support to thousands of settings, **trained over 18,000 learners** and helped them successfully complete their childcare apprenticeship training. We have hundreds of candidates who would love to start their childcare course, so let us help you find your perfect new staff member, completely free of charge.

**To find out more about how we work together with settings and help them with their apprenticeship solutions, visit our [recruitment pages](#) or email [recruiter@parenta.com](mailto:recruiter@parenta.com).**

# Parenta Solutions



## SOFTWARE

### NURSERY MANAGEMENT - ABACUS

- Save hours by reducing planning time by 50%
- Speedy invoicing to all parents and carers in minutes
- Instant view of all financial reports
- Manage payments and track debt

### EYFS LEARNING JOURNEY TRACKER - FOOTSTEPS 2

- Record meaningful and detailed EYFS observations
- Improve essential safeguarding and save hours of time
- Reduce your workload and spend more time with the children
- Identify at a glance each child's development pathway

### ONLINE DAILY DIARY - DAYSHARE

- Share every magical moment of each child's day with their parents and carers with our online diary software

### PARENT PORTAL APP

- Bringing parents and carers closer to their child's day by providing a timeline of their progress
- Download Parent Portal App on Android or iOS



## FEE COLLECTION

- We collect fees, allowing you to focus on childcare, not credit control
- Fee collection reduces stress about pay day
- Maintain good relationships with parents
- Eliminate bad debt from your setting
- We operate on a 98% success rate across the board



## TRAINING

Increase employee motivation and keep staff for longer within your setting by offering training – the ideal tool for you to develop your team.

Parenta courses include:

- Level 2 Childcare
- Level 3 EYE Diploma
- Level 5 Childcare Leadership Qualification
- Business Admin Level 3
- Advanced Qualifications in management

*PLUS ...* Parenta offers a free recruitment service - no fees!



## ONLINE CPD COURSES

No deadlines, no time restrictions, no classroom! Support your staff or further your professional development with our online CPD accredited courses



## MARKETING SOLUTIONS

### WEBSITE DESIGN

- Our childcare websites generate genuine interest and leads from parents and carers
- We specialise in designing and building childcare websites so you can rest assured that our team know what Ofsted and parents/carers are looking for

### BRANDING & DESIGN

- Showcase your setting with branded products. From newsletters to logos and prospectuses to business cards, we take care of all your branding needs

### SOCIAL MEDIA

- We assist you with setting up and using your social media accounts in no time to help you increase your setting's visibility

## Working together for our children



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