



London South East Colleges and Employer Service Level Agreement

London South East Colleges recruitment service is completely free* if you choose us as your apprenticeship training provider.

Step-by-Step Process

Step 1: Create Apprenticeship Vacancies

Create apprenticeship vacancies with the support of your Business Development Managers.

Step 2: DAS Permissions

Give DAS permission to the training provider to create cohorts and advertise vacancies.

Step 3: Initial Consultation

BDMs to arrange a Teams call with Recruitment Officers and employer within 24 hours of receiving vacancies.

Step 4: Marketing Apprenticeship Vacancies

Recruitment Officers will market your apprenticeship on our jobs board to attract new candidates within 48 hours.

Step 5: Pre-screening Applicants

Talent Pool Advisers will pre-screen potential applicants for eligibility and suitability of the role.

Step 6: Sending CVs to Employers

Recruitment Officers to send CVs to the employer, and employers to provide feedback within 24 hours on cv's and potential candidates to be shortlisted.

Step 7: Preparing Shortlist for Interviews

Prepare a shortlist of applicants for you to interview. Recruitment Officers will help you organise face-to-face interviews with the selected candidates.

Step 8: Confirming Interview Dates

Employers and Recruitment Officers to agree or reconfirm interview dates.

Step 9: Conducting Interviews

Employers interview candidates and provide feedback to the recruitment team within 24 hours.

Step 10: Offering Employment Positions

Candidates are offered a contract of employment and start date.

Step 11: Apprenticeship Enrolment Agreement and Start Date

Employer, LSEC, and learner to agree on apprenticeship enrolment date and Apprenticeship start date.

Key Responsibilities

- **Employers:** Provide necessary permissions, participate in consultations and interviews, give timely feedback, and finalise apprenticeship offers.
- **Business Development Managers:** Support in vacancy creation, facilitate initial consultations, and confirm enrolment dates.
- **Recruitment Officers:** Market vacancies, screen applicants, send CVs, prepare interview shortlists, and assist in the interview process.
- **Talent Pool Advisers:** Conduct pre-screening of applicants for eligibility and suitability.

Commitments and Timelines

Timeliness

All parties commit to adhering to the specified timelines to ensure an efficient recruitment process. Employers are expected to provide feedback within 24 hours at specified stages to avoid delays.

Communication

Clear and consistent communication between all parties is crucial to the success of the recruitment process. Regular updates and prompt responses are expected.

Quality Assurance

The College commits to a high standards of quality in pre-screening and presenting suitable candidates for the apprenticeships. Employers are encouraged to provide constructive feedback to maintain these standards.

Benefits of the Apprenticeship Recruitment Service Service Level Agreement (SLA)

Structured Process

The SLA provides a clear, step-by-step process, ensuring all parties are aligned and aware of their responsibilities.

Timely Recruitment

Adherence to timelines helps to fill vacancies promptly, reducing time-to-hire and enabling apprentices to start their roles sooner.

Support and Expertise

Employers benefit from the support and expertise of The College's dedicated recruitment team, ensuring a smooth and effective hiring process.

Conclusion

The SLA between London South East Colleges and employers is designed to foster a collaborative and efficient apprenticeship recruitment process. By clearly defining the responsibilities, actions, and timelines, it ensures that both parties work together seamlessly to attract, screen, and hire the best candidates for apprenticeship roles.

Through this agreement, the College reaffirms its commitment to providing high-quality recruitment services that meet the needs of employers while supporting the development and success of apprentices.

Note: The recruitment service is free for employers who select London South East Colleges as their apprenticeship training provider, the cost of this recruitment service if charged would cost the employer 25% fee on the funding value of the apprenticeship. Additional terms and conditions may apply under the Training Agreement.

However, if an employer retains the candidate in their business but does not use London South East Colleges as the training provider to deliver the apprenticeship programme, a recruitment fee of £2,500.00 will be applicable.

For any queries or further information, please contact our Business Development Managers.

* A charge of £2,500 will be invoiced to the employer if the free apprenticeship recruitment service is used to find a candidate that is employed directly rather than being taken on as an apprenticeship with London South East Colleges as the training provider.