



## Recruiting an apprentice with Skills4Dental



Our apprenticeship recruitment service is tailored to help you find the perfect apprentice for your business, providing a personalised, comprehensive, and bespoke approach. With experience supporting hundreds of employers, we specialise in delivering high-quality apprenticeships across the Dental sector.

We know that hiring the right employee can be both costly and time-consuming. That's why we handle the entire process for you—recruiting, advertising, screening applicants, conducting preliminary interviews, and carrying out any necessary pre-assessments—ensuring you get the best fit for your team.

## Process to finding your apprentice

1	Share your recruitment needs, the desired start date for the role(s), and any specific requirements. We'll collaborate with you to explore your options and craft a tailored job description.
2	We'll post the job openings, screen applicants based on your criteria, and conduct interviews. Then, we'll present you with a selection of qualified candidates to choose from.
3	Next, we'll schedule interviews at a time that works for you, either online or in person at your preferred location or workplace. This gives you the chance to ask questions and evaluate potential apprentices.
4	After you've selected your new apprentice, we'll enrol them in their apprenticeship programme and provide ongoing support throughout their training to ensure they are developing and contributing to your business's success.

## Ready to recruit with Skills4Dental?

Below are the necessary steps and information to get started, before we hand you over to our Talent Acquisition Team who will assist in filling your role.

### 1. Setting up your Digital Apprenticeship Service Account (DAS)

In order to recruit for you, we will require you to give us Training Provider Permissions on your DAS (Digital Apprenticeship Service Account). The link to set up an account is provided here - [Sign in to your apprenticeship service account - GOV.UK](https://www.gov.uk/sign-in-to-apprenticeship-service-account)

### 2. Click the green button and follow the instructions

You will need the following in order to set up the account fully:

- an email address
- permission to add your PAYE schemes to the account
- permission to accept the employer agreement on behalf of your organisation

You will also need either the Government Gateway login for your organisation, or your accounts office reference number (AORN) and employer PAYE scheme reference number.

*There is a helpful video that can be found [here](#) to assist you setting it up and provide permissions for us to advertise for you.*

### 3. Setting up Training Provider Permissions for Skills4Dental (I & F limited)

1. Visit: <https://www.gov.uk/sign-in-apprenticeship-service-account>
2. Select **'your training providers'**
3. Click **'add a training provider'**
4. Enter our **UKPRN 10044457**

Set permissions:

1. Go back into **'your training providers'**
2. Select **I & F Limited**
3. Set/change permissions
4. Select **YES** to the options presented

#### 4. Eligibility Criteria

Before sending you profiles, we will screen the candidates for you. All candidates will meet the following criteria:

- They will have lived in the UK for 3 consecutive years or more (unless exempt, e.g., holding refugee status).
- They will have residency and the right to live and work in the UK throughout the course duration, including the EPA period.
- They will not be enrolled in any other funded education, training, or courses (including university and school).
- They will be able to commit to a contract with both the employer and us as a training provider for the duration of the apprenticeship plus the EPA.
- They will have to complete a BKSb Maths and English Assessment and achieve at least a 1.5 level for our Level 3 Apprenticeship.

We truly appreciate the opportunity to support you in finding the ideal candidate for your team. It's our pleasure to work alongside you in selecting and placing the perfect apprentice who will contribute to your business's growth and success.

**Skills4Dental Team**

#### Contact us

If you would like any further information about the products or services we provide or would like any advice about apprenticeships, our expert team is here to help.

- 0161 794 0528
- [www.skills4dental.co.uk/contact-us](http://www.skills4dental.co.uk/contact-us)