

Environmental health apprenticeships Employer's checklist

This checklist is intended to help guide employers through the main steps of setting up an apprenticeship, as well as things to consider once they are in post. In addition to this checklist, this PDF is set up for you to add notes and reminders as you work through the steps.

Steps	Conduct research and make decisions	Completed
1	Define reasons for apprentice	
2	Read organisation's policies	
3	Get in touch with HR	
4	Build business case	
5	Contact course provider	
6	Recruit internally or externally?	
Steps	Start preparation and recruitment process	Completed
7	Set deadline	
8	Advertise role	
9	Conduct interviews	
10	Appoint candidate	
11	Prepare work plan	
Steps	90 days into apprenticeship	Completed
12	Check in with apprentice	
13	Check in with course provider	
14	Collect apprentice/new recruit incentive	
Steps	365 days into apprenticeship	Completed
15	Formal review with apprentice	
16	Collect remainder of apprenticeship incentive	

Conduct research and make decision

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Notes	Completed
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Notes	Completed
3. Get in touch with HR	
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Start preparation and recruitment process

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90 days into apprenticeship

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365 days into apprenticeship

15. Formal review with apprentice

Notes

Completed

16. Collect remainder of apprenticeship incentive

Notes

Completed

