

**FREE ASSISTED**

**RECRUITMENT  
SERVICE**



**LMP EDUCATION**  
TRAINING PROVIDER



LMP EDUCATION

# LMP RECRUITMENT PROCESS



**We are a completely free service!**



**We work to a 2-4 week turn around.**



**We phone screen every candidate that is eligible before sending them to you.**



**Adverts will be live within 24 hours of receiving the job description.**



**Candidates screened within 48 hours of applying (but usually the same day)!**



**High candidate success rates!**



**Finalist in 50 Best apprenticeship training provider across the UK, voted by our apprentices.**

## WHAT DO WE REQUIRE FROM YOU?

- A detailed job description / person spec
- As much information as possible about what you're looking for in a candidate.
- Information about the company.
- Key details such as pay/ working hours/ any benefits ?

If you do decide to recruit with us, we ask that you create a DAS account (Digital Apprenticeship service account) so we can advertise on the government apprenticeship platform too – Don't worry, we will help you set this up!



# OUR RECRUITMENT PROCESS EXPLAINED

**1**

**After initial discussions have been held and you are happy to proceed, we will request your job description and personal specification details.**

**The vacancy will then be allocated to one of our experienced recruiters whom will get this advertised within 24 hours across our platforms. These are Indeed, Ziprecruiter and Glassdoor, as mentioned above we also share on the DAS website (Gov national apprenticeship site), plus social media posts when necessary, via LinkedIn/ facebook groups depending on the volume of candidates we receive.**

**2**

**We also have a number of referral partners that we work closely with (around 40 on our mailing list, which receive a fortnightly list of our live apprenticeship vacancies, thus your vacancy will also be shared and promoted to our external partners if you're happy for us to do so.**

**3**

**Some of these contacts are within the DWP job centres, Seetec, Reed and People Plus. We also have an inhouse referral process for an extra flow of candidates, once an individual has completed one of our short courses/ adult education courses, they are then referred back to us if interested in apprenticeships as a further destination route.**

**In summary we find this to be a great way of sourcing an extra flow of candidates and spreading your vacancy further afield, to ensure we screen a diverse number of different candidates; sourcing someone that best fits your team!**



# OUR RECRUITMENT PROCESS EXPLAINED

- 4** The live vacancies list also goes out to our talent pool candidates. These are candidates who have been identified as a 'star' applicant, they would have already been screened and are ready to go, so in some instances we may have a candidate ready to interview before we even advertise!
- 5** We will screen every candidate that comes through, discuss the role, ensure they have right to work, passed their GCSE's, gain their certificates for evidence, ensure location is commutable, ensure no prior learning and generally a suitable fit for the role. We have found this process to be key in recognising exceptional candidates, that are above the rest, saving you time at interview stage.
- 6** Once screened and identified as successful, we will send the candidates over with their CV, all documents and brief summary about them. \*If you require an application form to be filled in, just let us know and we can integrate this into our process.
- 7** If you wish to interview candidates, we will gladly arrange dates/ times for you. Act as the liaison between yourself and the candidate to set this up.
- 8** We are open to any suggestions or preferences in regards to how we recruit for you, we just ask that you have an open line of communication with our recruitment team/ sales account manager and we will do the same!

# LMP TRAINING PROGRAMMES



## TEACHING & EARLY YEARS APPRENTICESHIPS

Early Years Practitioner Level 2

Teaching Assistant Level 3

Teaching Assistant with SEND Pathway Level 3

Teaching Assistant with Sports Pathway Level 3

Early Years Educator Level 3

School Staff & Community Wellbeing Champion Level 3

Early Years Lead Practitioner Level 5

## BUSINESS & PROFESSIONAL APPRENTICESHIPS

Business Administrator Level 3

Team Leader or Supervisor Level 3

HR Support Level 3

Library, Information & Archive Services Assistant (LIAS) Level 3

School Business Professional Level 4

Operations or Departmental Manager Level 5

## FINANCE APPRENTICESHIPS

Accounts or Finance Assistant (AAT) Level 2

Assistant Accountant (AAT) Level 3

Professional Accounting (AAT) Level 4





# RECRUITMENT FLOW CHART

**01**

Sales member will send vacancy to recruitment manager (JD and details to be outlined)

**05**

Recruiter will screen candidates as and when they come through - (must be contacted within 48 hrs)

**02**

Manager will allocate the vacancy to a member of the team / recruiter

**06**

Recruiter will check eligibility of each candidate. This includes: GCSE Certificate & ID request (showing they have passed Maths and English) Right to work, any prior learning and commutable distance etc.

**03**

Recruiter and sales member to discuss how they wish to work on this vacancy and recruiter to introduce themselves to the client (email / teams video call)

**07**

Once all documents have been gathered, the recruiter will send the candidate/s to the member of sales to be passed onto the client. In some instances the recruiter may send CV's/ candidates directly to the client, this is personal preference and should be discussed between recruiter, sales member and client.

**04**

Recruiter then advertises vacancy on Bamboo and DAS within 24 hours  
\*(Ensure DAS permissions have been set by employer)\*

**08**

A frequent line of communication should then take place between client / sales person and recruiter, regarding who they wish to interview and feedback on CVs sent etc.



# RECRUITMENT FLOW CHART

09

Recruiter to set up interviews once candidates have been shortlisted.

11

Sometimes there may be a 2nd phase interview in the form of a trial day/s.

10

Phase 1 of interviews (May be a video call or in person)

12

Recruiter to keep adverts live until vacancy is filled. Regular updates required.

13

**Vacancy is filled!**





**If you require further  
information please contact  
LMP Education  
Recruitment Team**

 [www.lmpeducation.org](http://www.lmpeducation.org)

 [apprenticeships@lmpeducation.org](mailto:apprenticeships@lmpeducation.org)

 020 3836 4380



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**AUGUST 2024**