



FREE ASSISTED

RECRUITMENT SERVICE

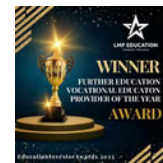


ABOUT LMP EDUCATION

LMP Education is an award-winning apprenticeship training provider that operates nationwide, bringing effective solutions to staff training and development, as well as the recruitment of new talent through apprenticeship opportunities.

LMP Education is part of the LMP Group. Each company within LMP has the collective mission to inspire ambition and widen horizons. We intend to provide opportunities and support social change across the UK. The focus is on education and social impact, working together to bring about positive and sustainable development.

OUR AWARDS & ACCREDITATIONS



OUR VALUES



**Have
Compassion**



**Take
Action**



**Ensure
Equality**



**Be
Inspiring**

OUR PURPOSE

**CREATING INSPIRATIONAL
JOURNEYS AND DELIVERING
EXCELLENCE IN LEARNING**



LMP RECRUITMENT PROCESS

LMP Education can advertise your vacancies on many popular platforms, we also take care of the pre-screening process where we check applicants' eligibility before sending over a shortlist to your vacancy manager.

Each year we recruit thousands of apprentices into roles.

- We offer a completely FREE recruitment service
- Fast and efficient service (2-4 week turnaround)
- Job ads can be live within 24 hours of receiving the job description
- Candidates screened within 48 hours
- High candidate success rate
- We are the BEST Training Provider in the UK as voted at the RateMyApprenticeship awards 2024/25



WHAT DO WE REQUIRE FROM YOU?

- Completion of JotForm (job description). Once completed your vacancy will be allocated to an LMP recruiter.
- 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/benefits etc.

If you do decide to recruit with us, we ask that you create a DAS (Digital Apprenticeship Service) account so we can advertise on the government apprenticeship platform also. We can help you set this DAS account up if required.



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 around 100 referral partners that we work closely with. They receive a fortnightly list of our live apprenticeship vacancies and your vacancy will also be shared and promoted to our external partners if you're happy for us to do so.

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!
- 3**
- 4** The live vacancies list also goes out to our talent pool candidates. These are candidates who have been identified as a 'star' applicant and have already been screened. They 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. We act as the liaison link between you 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!

WHAT TO EXPECT FROM LMP EDUCATION

WHAT TYPES OF APPRENTICESHIPS ARE AVAILABLE AT LMP EDUCATION?

Level 2: Intermediate Level Apprenticeship (equivalent to five A* GCSEs)

Level 3: Advanced Level Apprenticeship (equivalent to two A-Levels)

Level 4 and 5: Higher Apprenticeship (Foundation degree level).

LMP Education can support your apprenticeship strategy implementation and help create meaningful career pathways for your organisation and staff. We have 10+ years of experience in delivering apprenticeship training and we work with some of the largest organisations in different sectors including business, education, public sector and the NHS. Our team of dedicated professionals can help you with a tailored recruitment strategy that fits within your business aims and objectives.

AND THE BEST PART, THIS SERVICE IS AVAILABLE TO YOU AT ZERO COST!

- Leading nationwide apprenticeship training provider
- Specialists in the education, early years, business & finance sectors
- Dedicated account management and recruitment service
- Vibrant and engaging learning for all apprentices
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures



91%

of learners said they feel supported on their



94%

of learners agree their apprenticeship is providing career development



89%

of employers agree their apprentice is developing skills needed to support growth



APPRENTICESHIP PROGRAMMES AVAILABLE

**WE HAVE AN EXTENSIVE PORTFOLIO
OF APPRENTICESHIP TRAINING
PROGRAMMES WITH NEW PROGRAMMES
BEING ADDED THROUGHOUT THE YEAR.**

CURRENT PROGRAMMES AVAILABLE

TEACHING & EARLY YEARS APPRENTICESHIPS

- Early Years Practitioner Level 2
- Teaching Assistant Level 3
- Teaching Assistant SEND Pathway Level 3
- Teaching Assistant Sports Pathway Level 3
- School Staff & Community Wellbeing Champion Level 3
- Early Years Educator Level 3
- Early Years Lead Practitioner Level 5
- Specialist Teaching Assistant Level 3

FINANCE APPRENTICESHIPS

- Accounts or Finance Assistant AAT Level 2
- Assistant Accountant AAT Level 3
- Professional Accounting Level 4

BUSINESS & PROFESSIONAL APPRENTICESHIPS

- Business Administrator Level 3
- Team Leader or Supervisor Level 3
- HR Support Level 3
- Library, Information & Archive Services Assistant Level 3
- Safeguarding Support Officer Level 3
- School Business Professional Level 4
- Operations Manager Level 5

COMMERCIAL PROGRAMMES ALSO AVAILABLE

- Higher Level Teaching Assistant Level 4
- Higher Level Teaching Assistant SEND Pathway Level 4

RECRUITMENT FLOW CHART

Employer to complete JotForm and send through to LMP Recruitment Manager



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



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).



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



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



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.



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.



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.



Recruiter to set up interviews once candidates have been shortlisted.



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



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



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



Vacancy is filled ✓

LET'S WORK TOGETHER

**IF YOU REQUIRE FURTHER
INFORMATION PLEASE CONTACT
LMP EDUCATION RECRUITMENT TEAM**

Contact our apprenticeship recruitment specialists at LMP Education today.

BOOK A DISCOVERY CALL TO FIND OUT MORE

Contact: Emily Archer, Recruitment Manager, LMP Education
emily.archer@lmpeducation.org

Tel. 020 3836 4380
APPRENTICESHIPS@LMPEDUCATION.ORG
WWW.LMPEDUCATION.ORG