**To be sent from:** recruitanapprentice@sfa.bis.gov.uk

**Subject:** Recruit an apprentice replacing Apprenticeship vacancies

**Message:**

For the attention of existing [Apprenticeship vacancies](https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Candidate/VisitorLanding.aspx) users. Please share this with anyone else in your team who also uses Apprenticeship vacancies.

Over the next few weeks we will be replacing Apprenticeship vacancies with a new service on GOV.UK for advertising apprenticeship vacancies and traineeship opportunities in England.

The new Recruit an apprentice service has been designed to make the process of posting and managing vacancies quicker and easier.

We are moving organisations – and all associated accounts – that use Apprenticeship vacancies to Recruit an apprentice on a staggered basis, starting next week.

**Stage 1**

You will be informed through a pop up banner on your Apprenticeship vacancies login page when you can sign-in to Recruit an apprentice to get your credentials verified.

You can then continue to use Apprenticeship vacancies as normal until your data has been moved successfully.

**Stage 2**

Around two weeks after you first sign-in to the new service, a further banner message on Apprenticeship vacancies will inform you when you have to start using Recruit an apprentice. At this point all your data and users accounts will have been transferred and you will no longer be able to use the old service.

We have also produced a series of video guides to using the new service on GOV.UK.

**Actions to take before you are moved to Recruit an apprentice**

* complete any closed vacancies wherever possible
* update your contact information within the ‘maintain my profile’ section on Apprenticeship vacancies
* delete unused Apprenticeship vacancies/LASS accounts. Be careful not to delete accounts that are used for purposes such as BI tools, data exchange, and contracts and finance

**Sub-contractors**

Unlike Apprenticeship vacancies, all training organisations will have their own unique vacancy management dashboard.

Sub-contractors will therefore be able to manage their own vacancies in the same way as any other training organisation.

Agreements between sub-contractors and lead providers will need to be made outside of the system in order to ensure vacancies are being created and managed properly.

**Login information**

* your existing username (for example, ISP\JohnSmith) and password will remain the same, so make sure you know this information, as well as the answers to any security questions, in order to login to Recruit an apprentice
* you should have a super user, who will be able to tell you your username if you don’t know it. Your username should be unique to you and generic usernames must not be used. Super users can create new accounts if necessary

We strongly recommend that everyone in your organisation starts using Recruit an apprentice at the same time. This is because none of your account holders will be able to access Apprenticeship vacancies once any vacancies have been submitted in the new system. If colleagues are on leave or absent during the switch to Recruit an apprentice, they must transfer immediately when they return.

We expect your move to Recruit an apprentice to be a simple process, however, you can contact us through the following channels should you need support:

Phone (open daily from 8am to 10pm): 0800 015 0400

Email: nationalhelpdesk@findapprenticeship.service.gov.uk

We will be sending out further updates to keep you fully informed ahead of your move to Recruit an apprentice.

Kind regards,

The Recruit an apprentice team

**ENDS**