

Adding a vacancy - an employer guide



Benefits of using Apprenticeships.scot

- **FREE** vacancy posting
- Promotion through our social media
- A chance to have your vacancy featured on our homepage
- Careers advisers sharing vacancies in our centres and schools
- Employer helpline available for any questions
- A chance for your vacancy to be included in a weekly newsletter sent out to applicants

Getting started

Just [register for an employer account](#) or [sign in](#)

Once you've done that it's easy to add and keep track of your vacancies.

Checklist before uploading

- Have you created an account on Apprenticeships.scot?
- Have you chosen your framework and SCQF Level?
- Have you got your Learning Provider organised?
- Have you got your qualification requirements in place?
- Have you agreed salary and working hours for the apprenticeship role?
- Do you have the location?
- Do you have a logo to add to your vacancy?



What to include in 'Job overview'

The job overview is where you'll sell your apprenticeship to applicants – it's the first thing they'll see. Add details of the employer, job role and apprenticeship. Show candidates what the vacancy involves and what will attract them to the role.

What to include in 'What skills will I learn?'

It's vital to include as much detail as possible here to give candidates a good idea of their tasks and projects. Include daily tasks, transferable skills they'll learn and modules they'll complete. This will help them decide if the role is right for them.

What to include in 'What qualifications or qualities are required?'

Add the qualifications that applicants may need to apply for your vacancy. Displaying this as a list makes it easier for applicants to see if they meet your criteria. You can also include personal qualities you'd like in a candidate. This helps especially if you wish to steer away from qualifications needed.

What to include in 'What happens when you submit your vacancy?'

Once you've submitted your vacancy:

1. our customer services team will check it
2. if it's correct we'll approve and post it on Apprenticeships.scot
3. you'll then see it in your dashboard area with all other vacancies you've posted
4. you can edit your vacancy with new information, or copy and edit it for another vacancy

After the closing date

When your vacancy closes, start contacting applicants to arrange interviews. It's great if you can respond to all applicants - those who apply and those who make it to an interview.

[Read our inclusive recruitment guides](#)

Useful links

[Apprenticeships.scot Register / Sign in](#)
[Apprenticeships.scot Employers page](#)
[Browse frameworks](#)

[Find a learning provider](#)
[What funding can I get?](#)

Employer Helpline Number - **0800 783 6000** | Customer.Services@sds.co.uk

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 [Scottish Apprenticeships](#)   [apprentice_scot](#)