



Recruitment Process

Accounting Technician Apprenticeship:

- Applicants apply online and attach all relevant requested information.
- ATI's Apprenticeship Team conducts a telephone interview with all applicants who meet programme entry requirements.
- The progressed applications, attached documentation and telephone interview notes receive a final review by ATI's Apprenticeship Team, which signs off on all applicants progressing to employers.
- The progressed applications per region will be forwarded to all relevant employers in that region monthly.



- Employers receive and review monthly batches of applications sent to them from April to end of August.
- Employers select any applicants they wish to interview. Employers notify ATI when selecting applicants for interview.
- Employers contact selected applicants and arrange interviews directly with them.
- Employers interview selected applicants.
- Employers decide on who they wish to extend offer to and who are unsuccessful.
- Employers provide unsuccessful applicants with self-development feedback.
- Employers extend verbal offer to applicant(s) they wish to take on for the programme.
- Employers follow up with applicant for decision and sends letter of appointment if accepted.
- Employers update ATI on any offers accepted and on unsuccessful applicants after every round of interviews.
- Employers will provide an employment contract to successful applicant(s) after guidelines from ATI are received.



- The Apprenticeship Programme Manager will contact applicants who have received offers. They will be registered with the college they are allocated by ATI, with SOLAS as an Accounting Technician Apprentice and invited to attend the programme induction.