Asap Recruitment’s apprenticeship offers a one stop destination for students to learning and earning. Apprenticeship is an approach to training developed centuries ago to pass skills from an experienced master-worker to an inexperienced apprentice. Today, apprenticeship programs operate on much the same philosophy.

Apprenticeships are a great pathway for students who want to earn while they learn, and gain marketable job skills and entry into a trade or profession.

LOOKING FOR SMART CHOICE APPRENTICESHIP!
Apprenticeship
What’s in it for you?

Apprenticeships offer a varied learning experience. You won’t have to spend all of your days studying; most of the time you’ll be working at a company.

A growing number of young adults require access to alternative methods of formal education and training – Millennials are leaving college unprepared for the job market, with surmounting debt, and limited employment opportunities.

Apprenticeships offer a realistic, high-value solution to help restore the competitiveness, and create a path to endless possibilities for young adults to succeed in their careers and lives.

Apprenticeship vs University Degree

<table>
<thead>
<tr>
<th>Apprenticeship</th>
<th>University Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning</td>
<td>1. Learning</td>
</tr>
<tr>
<td>2. Working &amp; experience</td>
<td>2. Studying</td>
</tr>
<tr>
<td>3. Earning basic wage</td>
<td>3. Social Scene</td>
</tr>
</tbody>
</table>

94% of employers recommend apprenticeship to other employers.

Apprenticeship

| 1. 83% in Employment |
| 2. 11% in part time roles |
| 3. All earn average wage & above |

University Degree

| 1. 87% in Employment |
| 2. 26% in part time roles |
| 3. 27% earn average wage & above |

72% Full Time
61% Full Time

End Result

Apprenticeship

Work Placements = Experience & knowledge
Foot in the door with real companies

University Degree

Degree Certificate
Major Debt
APPRENTICESHIP

ASAP Recruitment’s apprenticeship offers a one stop destination for employers wanting to develop their current and future workforce development needs. We have a range of apprenticeship programs to suit their business and can work with to develop strategies for improving the recruitment of new staff as well as developing people in new learning skills that support business growth.

No matter which field you choose, an apprenticeship will let you work with someone who is an expert in a particular industry and who will help you to be an expert too. Apprenticeship gives you great job opportunities for future – everyone wants to get hired and everyone wants to hire the best!

People don’t usually get paid to learn something new but as an apprentice you learn new ways to sharpen your skills and get paid while learning. Apprenticeship is an amalgamation of book learning and on-the-job training. After apprenticeship, either you can continue your job with the same company and earn a higher salary as a skilled candidate or you can take your skills to a new job and that will mean that your future is secure.

Our apprenticeship program is designed keeping in mind, the need of current job market from both companies as well as candidates’ point of view. This program will help you to get a better start in your career rather than struggling being a fresher.

Apprenticeship program is structured accordingly that will help you gain skill and knowledge, you need to succeed in your chosen industry.

ADVANTAGES OF APPRENTICESHIP

1. Apprenticeship gives you quaint experience of working world making you more desirable to future employers.
2. It gives you an opportunity to earn and learn that help you gain an excellent career progression.
3. It will help you enter your desired industry and get your first break with fewer struggles.
4. It boosts productivity so that you can also help companies to compete in the modern marketplace.
Many organizations will encourage and develop the HR and administration aspect of the role for a high-caliber, committed HR and administrator. HR administration can be a difficult field to break into. There is keen competition for vacancies, especially for inexperienced graduates. You could look for interim opportunities such as apprenticeship to build up experience and increase your chances. Once the apprenticeship is over, you could get into a role of HR generalist or specialist, who has in-depth expertise in a specific area of HR – likely to be resourcing, organization development or HR operations.
RECRUITMENT CONSULTANT

Our recruitment apprenticeships have been designed with your needs in mind. You will be introduced to managing the recruitment process by building relationships with candidates over the phone. Recruitment is a dynamic, fast-paced and highly competitive industry which can offer exciting career opportunities. People who are keen to learn and have the right personal attributes will always be welcomed into recruitment. In apprenticeship program, you get a mentor to shadow, showing you how the recruitment industry works. With the extensive training and development ionic offers, you may progress from an apprentice to a Recruitment Consultant.

ADVANTAGES OF COURSE

1. Excellent interpersonal and customer-facing skills.
2. Liaising with candidates in regards to the recruitment process
3. Tenacity & A goal-orientated approach to work

DETAIL SYLLABUS OF BASIC TRAINING

1. Ultimate Recruitment Strategy
2. Filtering Applicants to Interview
3. Selection Process
4. Job Analysis and Position Profiles
5. Determining the Skills You Need
6. Checking References
7. Interview Preparation and Format

RECRUITMENT IS A FANTASTIC CAREER – FLEXIBLE, GREAT PROSPECTS, LOTS OF VARIETY.

WHAT YOU WILL LEARN:

1. Apprentice will get to know about real working environment.
2. You will get an opportunity to work with professionals.
3. You will be able to get a good career start.
4. The flexibility and willingness to learn
5. The ability to handle multiple priorities

HR GENERALIST

Apprenticeship program will help you to mold yourself as per companies demand as it is not so easy for fresher’s to get into this role in any company. Companies are seeking a dynamic experienced HR Generalist, who will be responsible for performing HR-related duties on a professional. This is a busy position with many learning opportunities. Here, apprentice will learn about recruiting & staffing, talent management, employee relations, and all HR disciplines, HR legislation and an excellent working knowledge of the organization’s HR policies.
DETAIL SYLLABUS OF BASIC TRAINING

1. Proper Induction & Joining Formalities
2. Practical working of handling Payroll and leave records
3. Performance Management
4. Exposure about statutory compliance (EPF, ESI, Bonus, Gratuity)
5. Training & Development
6. Attrition & Retention Policy

ADMINISTRATOR

This is a great opportunity to work and learn from a professional and diverse team. Strong administrative skill is must to get a break as an administrator in any organization. An administrator apprenticeship helps candidates learn several new skills and also develop upon existing skills. This will also make you learn how to priorities and manage time effectively.

ADVANTAGES OF COURSE

1. The ability to work accurately, with attention to detail
2. The ability to work as part of a team
3. A high level of confidentiality
4. The flexibility and willingness to learn

DETAIL SYLLABUS OF BASIC TRAINING

1. How to deal with incoming and outgoing post
2. Telephone etiquettes (Answer telephone, email and social media enquiries)
3. Cover reception duties, like greeting and looking after visitors
4. Proper drafting of mails and other necessary reports.
5. Hands on work on MS office (Word, Excel and Power point)
6. Practical working of stock take and re-order supplies
7. Set up meetings and take ‘minutes’
This program prepares students for a variety of career opportunities in sales, product management, marketing research, business-to-business sales, E-commerce, and more. A career in sales can include a number of positions and career pathways. During this period, one will gain not only a key sales qualification, but will also get a monthly earning – and there may be extra incentives for the high-flying salespeople. This apprenticeship program allows you to learn at a pace and progression that makes sense for you. It just takes the right talent to be a successful sales person.
This apprenticeship will give you an applied sales experience to build up your self-confidence and understanding of what it takes to prosper. After you finish your apprenticeship, you could become a full-time sales advisor. You can then progress up your ranks to a supervisory or managerial role. Marketing is a creative and diverse industry that comprises many niche sectors.

An apprenticeship will give you the opportunity to start earning right from the get go and it makes you think more academically.

APPRENTICESHIP IN SALES CAN LEAD TO EMPLOYMENT AS

1. Sales Advisor
2. Sales Executive
3. Sales analyst
4. Sales representative

Sales apprenticeship helps you cultivate the caliber to anticipate customer demand. You also develop an essential range of transferable business skills including advanced planning and strategic thinking. This will help you gain exposure in the field of sales and get a good start in your career.

ADVANTAGES OF COURSE

1. Sales and negotiation skills
2. Tact and diplomacy
3. Professionalism in work

DETAIL SYLLABUS OF BASIC TRAINING

1. COMMUNICATION AND NEGOTIATION DEXTERITY.
2. COMMERCIAL AWARENESS
3. PRODUCT DELIVERY METHODS.
4. CUSTOMER EVALUATION AND PROCUREMENT
5. ROI ANALYSIS (WHY TO SELL, WHOM TO SELL)
6. SALES PROCESS MANAGEMENT
7. SALES TECHNIQUE AND PIPELINE MANAGEMENT.
8. PRACTICAL EXPERIENCE ON MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT)
An accounting and finance apprenticeship endow you with all relevant skills and knowledge you need to work as an accounting technician, accounts assistant, credit control clerk, an accounts clerk, or as a finance assistant or assistant analyst. Typical services that you would learn about include: tax returns, payroll, bookkeeping, bank reconciliation, final accounts. Purchase & sales ledger work, Provisions, commercial underwriting and a myriad of accounting and financial services.
With some career field, you may need to evacuate your life and move to an industry hub to find work. Accounting, however, tends to be a universal need. From retailers to software development companies and from farmers to telecom industries, everyone needs the service of accounting. This gives accounts a fair amount of litheness when it comes to choosing where they want to settle down.

**ACCOUNTING**

APPRENTICESHIP IN ACCOUNTING CAN LEAD TO EMPLOYMENT AS

1. Accounts administrator
2. Accounts assistant
3. Accounts executive
4. Accounts payable clerk
5. Purchase/sales ledger clerk
6. Trainee accounting technician

If people are looking for a career in accounting and finance rather than just simply wanting to do a course, **apprenticeship offers them an opportunity to get working experience while learning through their on the job training.**

**ADVANTAGES OF COURSE**

1. Apprentice will get an experience needed to start a career in their chosen industry.
2. Will get to know about accounting terminologies.
3. Will get a placement in a company’s having professional work environment.

**DETAIL SYLLABUS OF BASIC TRAINING**

1. Basic accounting theory
2. Principals and conventions of accounting
3. Hands on knowledge of MS Office (Word and Excel)
4. Journal entries (Purchase, sales, returns, depreciation, dr. & cr. Note, etc.)
5. Practical knowledge of Tally 9 and ERP9
6. GST (Entries, ledger head, rates)
7. TDS (Entries, ledger head, rates)
8. Preparation of P&L a/c, income and exp. a/c, receipt and payment a/c
9. Finalization of Balance Sheet
10. Maintaining Cash flow records
11. Investigating and reconciling discrepancies
12. Banking functions (Cheques, RTGS, NEFT)
Our Clients

Techment

Avinash
Creating Lifestyles

INIFD
The Curio of Designers

VANDANAA
Aminor from Taiz

AAFT

IBC24

REAL
ISPAT & POWER LTD.

RISHABH BUILDERS
Building your Dreams
RAIPUR | BHILAI | DURG

ecoZen
solutions

ecorex
Modernising Construction

SteelMint
Steel is Basic

StratView
Research
Strategic insights delivered

Let's get social with #AsapRecruitment
ASAP is a recruitment & training consultancy, providing permanent and temporary recruitment solution to all small, medium and large size organizations all around India, With our apprenticeship program we also provide a platform to freshers to craft their career not as the graduate but as skilled candidate to get a sustainable future.

**OUR VISION**

Our Vision is to be a world class talent solution provider by creating a sustainable future for clients, candidates and freshers.

**OUR MISSION**

To help business and young talents to grow by their specialised talent/staffing and consulting needs and match perfectly to make them more productive and successful.

**OUR VALUES**

Our Service are based on highest level of personal & professional ethics transparency and trust. We are responsible for creating a difference and contribute towards society. We value equality and diversity and respect every individual’s needs and requirement.