

Apprentice Process Flow

What to expect getting your apprentice started

Step 1

Getting Set Up with an Apprentice

Step 2

Assessing Suitability

Step 3

Completing the Apprentice Agreement

Step 4

Starting the Apprenticeship

What's involved?

- You must have PAYE and Pensions Regulator set up to create an Apprenticeship Service Account.
 You will also need to provide a full application form, ELI certificate & EVIA with contract start dates etc.
- The apprentice will be required to complete their personal details on the CCG portal which is the main system CCG use to create the Apprenticeship contracts.
- The apprentice is required to undertake Maths and English initial assessment's even if they have GCSE certificates. If they do not have these or achieved these under a grade C/4, they will need to undertake English and Maths Functional Skills as part of the apprenticeship or prior to starting. Name change evidence will also be required if their name has changed since.
- A OneFile RPL will be required for those over 19 (or 16-18 if they have relevant prior learning or knowledge) to help us assess their current levels of skills and knowledge and eligibility for funding.

What's involved?

- The course leader will be in touch to arrange a suitable time for a tripart apprenticeship interview between the course leader, employer/line manager and apprentice.
- At the interview key information will be provided and rpl scores on the prior learning assessment will be confirmed. The apprentice's role and suitability for the course will also be assessed.
- The outcome of the apprenticeship interview will be communicated back to the Apprentice and the Employer.
- This will either be a full offer, a conditional offer, or an alternative offer as we will always attempt to find a suitable programme, even if it is not the one, they originally interview for.

What's involved?

- Completing E-Sign documents

 these will be sent to you by email and must be completed.
 The Apprentice, Employer and the College will complete the E-Sign documents.
- If you need an alternative to E-Sign, please let the team know so further arrangements can be made.
- You will be required to complete a Health and Safety visit with the college team who will be in contact to make a suitable time.
- Completion of all Apprenticeship contracts and Health & Safety visit are the final steps before the Apprenticeship can start

 if these are not complete, your Apprentice cannot be enrolled.
- The Course leader will be in touch to outline instructions for the apprentice's first day at college, plus any other items they may need for the course.

What's involved?

- Apprentice starts learning at College and working at Employer premises.
- Apprentice will complete CCG Apprentice induction programme.
- Ongoing commitment to complete Apprenticeship, with the support of Employer and the College.
- Access to OneFile to track progress, complete assignments, and evidence off the job learning.
- Regular reviews with employer manager, Apprenticeship Assessor-Trainer, and Apprenticeship Coach to monitor personal and academic progression.