



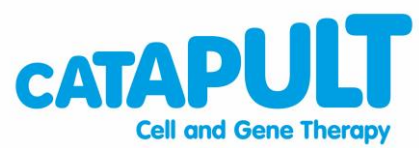
<ul style="list-style-type: none"> <li>• If on a fixed term contract, the employee must be able to complete the apprenticeship before the end of their contract (otherwise this must be extended to reflect the full duration of the apprenticeship).</li> <li>• Not already be in receipt of government funding for another qualification or programme.</li> <li>• Have the correct UK visa to be able to access funding towards their apprenticeship (i.e. they have an appropriate work or residency visa and not on an education only visa) and have been living within the UK for three years at the point of enrolling onto programme.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>
<p>Select a registered apprenticeship training provider to deliver your programme on the <a href="#">find apprenticeship training</a> website.</p> <p>Agree an apprenticeship service agreement with the training provider, detailing what they will deliver, at what cost (within the funding bands), timescales, support that they will provide and ensuring they are fully responsible for the quality aspects of the programme. Visit the <a href="#">Gov.uk website</a> for more information.</p>	<input type="checkbox"/>  <input type="checkbox"/>
<p>Select an <a href="#">end-point assessment (EPA) organisation</a> to deliver the EPA at the end of the programme – this is your choice; however, the training provider can support you with this.</p> <p>Agree the cost to this in advance of the programme starting. It is estimated that this may be approx. 20% of the cost of the programme. Create a ‘letter of intent’ with your training provider to agree to this. Your funds for this will go from your digital account to the training provider. Your training provider will then pay the EPA organisation when ready to start this process (at the end of the programme).</p>	<input type="checkbox"/>  <input type="checkbox"/>
<p>Set up your digital apprenticeship service account to pay the training provider and EPA organisation via the <a href="#">Gov.uk website</a>.</p>	<input type="checkbox"/>
<p>Agree contract and key performance indicator (KPI) review meetings with your training provider – we would suggest reviewing progress and support of each learner as part of this.</p>	<input type="checkbox"/>
<p>Read the <a href="#">apprenticeship funding rules</a> and ensure your practices and arrangements are in accordance with this.</p>	<input type="checkbox"/>

Recruitment of new starters (external recruitment to appoint an apprentice)	
Activity	Action
Obtain authority for your vacancy in the normal way – you must have a genuine vacancy. The apprentice’s salary will be paid from your own budget. Their apprenticeship training will be funded from the levy or co-investment through your digital apprenticeship account.	<input type="checkbox"/>
Create a recruitment profile and advert for your apprentice vacancy - salary should be paid as advertised and may want to be reviewed after year one to align with your company’s internal policy.	<input type="checkbox"/>
Agree with your training provider how they will support you with your recruitment. Some providers offer a free recruitment service, i.e. reviewing CV’s and selecting suitable candidates for you to interview. You may wish to do this yourself; it is your choice.	<input type="checkbox"/>
Once you have approval for your vacancy and have finalised your recruitment profile and advert, advertise this via your normal recruitment mechanisms. Also, submit this to your training provider who will place on the National Apprenticeship Service webpage. Apprentice vacancies must be advertised for a minimum of two weeks – consider the dates of your interviews so these can be outlined in your advert to avoid any delays.	<input type="checkbox"/>
Complete your recruitment and assessment activity (your local HR contact can support you with this). You will need to obtain copies of the successful candidate’s qualifications and return these to the training provider and keep them on the company HR file for the candidate.	<input type="checkbox"/>
Ensure your training provider has carried out functional skills assessment (in maths and English) to assess the apprentices current working level of these. We would suggest that this is undertaken as part of the recruitment or pre-employment clearances stages.	<input type="checkbox"/>
Once your recruitment and pre-employment clearances (references, functional skills, health and well-being, DBS check – if needed, etc) have been completed, agree a start date. Inform the training provider of this.	<input type="checkbox"/>
Issue your apprentice an apprenticeship service agreement, which details their apprenticeship programme, commitment, terms of conditions and entitlements (your local HR contact can support you with this).	<input type="checkbox"/>
The same process and policies apply to an apprentice as to any other new starter. Probation and induction processes will apply; this includes mandatory training, health and safety requirement, appraisals and performance reviews.  Apprentices should be able to access all the same reward, benefits and entitlements as everyone else, such as annual leave, pension, HR policies etc.	<input type="checkbox"/>
Consideration should be taken on the age of the apprentice entering the business and practices may need to be adapted to support younger workers (16 to 18-year olds), if applicable. Ensure you comply with <a href="#">younger worker rights</a> .	<input type="checkbox"/>

<p>Once you have notified the training provider of the start date, they will aim to contact you and arrange an initial meeting within four weeks. You and the apprentice must attend this meeting. This is where the formal enrolment will occur, the programme will be discussed, an individual learning plan (ILP) agreed and review meetings agreed.</p>	<input type="checkbox"/>
<p>For a new starter, create an induction plan which outlines key activities and training for their initial period in the role, e.g. four weeks. We recommend that you consider additional support for an apprentice, for their induction and for the duration of their programme. Some examples of support:</p> <ul style="list-style-type: none"><li>• Plan for the apprentice to gain an understanding of the organisation, your department and how everything works. They could have a tour of site, shadow other job roles as part of their induction and/or attending any site meetings to observe.</li><li>• Conduct a welcome day (supports the first point)</li><li>• Arrange regular one to one meetings to ensure they are enjoying their role, progressing with their apprenticeship and feel supported.</li><li>• Consider a colleague within the team becoming a 'Buddy' for the apprentice – acts as a first point of contact for any queries or support needs.</li><li>• Consider other developmental programmes offered internally.</li><li>• Ensure that you agree how you support the 20% off the job learning in advance and pre-plan this into diaries. Agree this with the training provider at the initial meeting (see below).</li><li>• Ensure that you follow your probation and induction policy (if you have one in place)</li><li>• See below regarding meetings with the training provider.</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Enrolment of existing employees	
Activity	Action
Contact your training provider to refer your employee to start on programme. They will aim to contact you and arrange an initial meeting within four weeks. You and the apprentice must attend this meeting. This is where the formal enrolment will occur, the programme will be discussed, an individual learning plan (ILP) agreed and review meetings agreed.	<input type="checkbox"/>
Ensure that your employee is aware of the programme commitments, expectations and support available prior to enrolment.	<input type="checkbox"/>
Agree how you support the 20% off the job learning in advance and pre-plan this into diaries. Agree this with the training provider at the initial meeting (see below).	<input type="checkbox"/>

Activity for new starter and existing employee after enrolment on programme	
Activity	Action
Obtain a copy of your apprentices commitment statement, apprenticeship agreement and individual learning plan on enrolment.	<input type="checkbox"/>
Ensure your apprentice and you have access to the e-portfolio system to access resources, upload and access documents and track progress.	<input type="checkbox"/>
The training provider will hold the initial meeting with yourself and your apprentice, within the four weeks of them starting with you. You will need to attend this.	<input type="checkbox"/>
The training provider will arrange to regularly meet with the apprentice informally (on a one to one basis) for the duration of the programme. These meetings might be held face to face (at your apprentice's base), over the telephone or via Skype.	For Info
The training provider will arrange formal review meetings on a regular basis. You will be required to attend these meetings to obtain direct feedback from the training provider on progress and any support requirements. You will also need to liaise with the training provider throughout to ensure that the apprentice's work/tasks meet the requirements (evidence) for their workplace units, hence the importance of you attending these formal review meetings.	<input type="checkbox"/>
You are encouraged to hold regular one to one meetings with your apprentice throughout their programme, to ensure they are progressing well and are supported throughout. If you have any queries or require any support, the training provider is your first point of contact.	<input type="checkbox"/>
If you have any concerns, there is a change in circumstance for your apprentice or a need for additional support or clarity, please speak to your training provider at your earliest opportunity.	For Info



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[apprenticeshipsinfo@ct.catapult.org.uk](mailto:apprenticeshipsinfo@ct.catapult.org.uk)