



# Apprenticeship enrolment process

Ver. June 2023

## Apprentice enrolment responsibilities

### The Talent Gateway

Talent Gateway provides central, commercial, externally focused professional business development and key account management function for the University.

Working alongside the Schools, the unit directly engages with employers, local authorities and academic partners to generate new income and broader commercial engagement opportunities including:

- increasing continuing professional development income apprenticeships
- internships and placement and other forms of commercial income
- income and wider educational and reputational benefits from growing our academic partnerships in the UK and globally (physically and online)

In addition to generating income in its own right from lettings, the business centre will focus increasingly on supporting the commercialisation of student companies, providing a flow of investable companies to associated angel investors.

### Academic Registry

Coming soon.

## Apprentice enrolment step-by-step guide

The following document is for use by staff at the University of East London to support the apprentice enrolment process.

Responsibility Colour Key	
Black	Employer Partnerships Office (EPO): Apprenticeship and Employer Engagement Manager (AEEM)
Red	Academic Registry
Blue	Course Leader/School-appointed staff member

1. Pre-Enrolment: Employer Enquiry	
Step	Notes
1.1. AEEM to respond to initial enquiry and meet to discuss	
1.2. Company overview and training requirements for the apprenticeship	
1.3. New or existing staff member?	
1.3.1. New = Job description and vacancy to be created/advertised; signpost to Gov platform	
1.3.2. Existing = follow process as below	
1.4. Course overview to include:	
<ul style="list-style-type: none"> <li>KSBs vs. Job Role</li> </ul>	<i>Course Leader may need to be present to support.</i>
<ul style="list-style-type: none"> <li>Eligibility (apprenticeship, UCAS and residency)</li> </ul>	<i>Refer to Annex 1 Refer to Annex 2 Refer to Resource Document (Point 1)</i>
<ul style="list-style-type: none"> <li>Off-the-Job (OTJ) requirements</li> </ul>	<i>Noted in the Training Plan</i>
<ul style="list-style-type: none"> <li>Delivery arrangements- day release/block mode and number of days attendance required per year</li> </ul>	<i>Refer to Resource Document (Point 2)</i>
<ul style="list-style-type: none"> <li>Mentor and line manager requirements</li> </ul>	<i>Noted in the Training Plan</i>
<ul style="list-style-type: none"> <li>Health and Safety (H&amp;S) and Employer Liability Insurance (ELI) checks</li> </ul>	
<ul style="list-style-type: none"> <li>DAS set-up</li> </ul>	<i>Refer to Resource Document (Point 3)</i>
<ul style="list-style-type: none"> <li>Levy and non-levy explanations</li> </ul>	

## 1. Pre-Enrolment: Employer Enquiry

Step	Notes
1.5. Send employer a Welcome Pack consisting of:	
<ul style="list-style-type: none"><li>• Module spec and timetable</li></ul>	<i>Refer to Resource Document (Point 4)</i>
<ul style="list-style-type: none"><li>• Off-the-Job (OTJ) poster</li></ul>	
<ul style="list-style-type: none"><li>• Training Plan (for review)</li></ul>	<i>Refer to Annex 4</i>
<ul style="list-style-type: none"><li>• Apprenticeship Contract of Services (for review)</li></ul>	<i>Refer to Annex 5</i>
<ul style="list-style-type: none"><li>• Ask for return of ELI certificate and H&amp;S policy/statement</li></ul>	
<ul style="list-style-type: none"><li>• Apprenticeship eligibility document</li></ul>	<i>Refer to Annex 1</i>
<ul style="list-style-type: none"><li>• Residency criteria</li></ul>	<i>Refer to Annex 2</i>
<ul style="list-style-type: none"><li>• Functional Skills acceptable evidence</li></ul>	<i>Refer to Annex 3</i>
<ul style="list-style-type: none"><li>• DAS guidance</li></ul>	<i>Refer to Resource Document (Point 3)</i>
<ul style="list-style-type: none"><li>• Supply UEL UKPRN of 10007144</li></ul>	

## 2. Pre-Enrolment: Important Checks

Step	Notes
2.1. Apprenticeship standard and learner confirmed by employer	
2.2. Aptem pre-enrolment form to be completed and returned	<i>Refer to Annex 6</i>
2.3. From pre-enrolment form complete PLR check for qualification history to meet English and Maths requirements and any UCAS criteria	
2.4. Gather English and Maths certificates (scanned copy from learner) and/or PLR	<i>Refer to Annex 5</i>
2.5. Residency checks to be completed	<i>Refer to Annex 3 Refer to Annex 4</i>
2.6. <b>Ensure SITS link is created/available</b>	

### 3. Enrolment

Step	Notes
3.1. Learner to complete on-boarding section of Aptem to capture all personal information	
3.2. Learner and employer to be sent SITS link to apply for degree aspect of the course	
3.3. Eligibility Review to be conducted in Aptem	
3.4. Skill Scan to be conducted to establish if any RPL is to be applied	Refer to Annex 4 Refer to Annex 7
3.5. Is RPL Required?	Current Aptem version of Skill Scan/Skills Radar below, we shall be using a new Excel based Skill Scan which breaks down the KSB's into a percentage formula which based on the learners self-assessment will in turn calculate an RPL score and reduction in price and LOP (length of programme). The value of the RPL in terms of finance is 50% of the score (so 20% RPL equates to 10% in reality of the funding reduced)
3.5.1. Yes = Use formula in Training Plan/new Skill Scan (Excel based) and reduce course cost and duration accordingly (Apprenticeship must last for a minimum of 12 months)	
3.5.2. No = Proceed as normal	
3.6. Eligibility and Initial Assessment Review including PD questions to be completed fully in Aptem and additional support needs documented if identified within this review and/or the Training Plan	Refer to Annex 6 Refer to Annex 7
3.7. Training Plan to be sent to learner and employer (pre-populated via Aptem onboarding information) and signed, dated and returned before first day of learning	
3.8. Apprenticeship Agreement to be sent out; returned signed and dated	
3.9. Annex 5 – Apprenticeship Contract of Services to be completed, returned, signed and dated	Refer to Annex 5
3.10. Confirm and accept DAS cohort raised by employer	
3.11. SITS application to be accepted by Course Leader	
3.12. Student number pasted over MWS number in Aptem (edit ILR tab) as below:	<div style="border: 2px solid red; padding: 5px;"> <span>Learner reference number</span> <div style="display: inline-block; background-color: yellow; padding: 2px 10px; margin-left: 10px;">2210139</div> <input style="width: 50px; height: 20px; margin-left: 10px;" type="text"/> </div>

<b>4. Induction on Campus</b>	
<b>Step</b>	<b>Notes</b>
4.1. Learner to attend planned induction session and AEEM or Apprenticeship Coach to:	
4.1.1. Gain final signed Training Plan	<i>If not already signed and returned remotely.</i>
4.1.2. Check final ID in person	
4.1.3. Subject specialist to review Skill Scan and RPL	<i>Refer to Annex 7</i>
4.2. Enrolment Complete and ready for first day of learning	

<b>Aptem Document Storage</b>	
<b>Title</b>	<b>Document</b>
Organisations	Apprenticeship Contract of Services H&S policy/statement ELI certificate
Users	Training Plan Apprenticeship Agreement FS exemption certificate and/or PLR