Employer Apprenticeship Initial Induction

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| Company Name |  | |
| Company Address |  | |
| EDRS No: |  | |
| No. of Employees |  | |
| Employer Main Contact - for admin purposes |  | |
| Employer telephone number |  | |
| Employer email address |  | |
| Complete Training Needs Analysis with the employer (TNA) | |  |
| Apprenticeship Standard/CPD requirements/Scope the market (market plans of the organisation)  (UEL full Apprenticeship offer discussed) | |  |
| Gain Apprentice Job Description and review with the employer and course leader for suitability against KSB’s. | |  |
| Ask employer to confirm the Knowledge Skills and Behaviours, will be met throughout the duration of the apprenticeship. | |  |
| Tripartite Reviews  *8-10 weekly contractual monitoring reviews must be carried out by the training provider with the apprentice the employer also has an opportunity to provide feedback, the focus is still on progress but also on the welfare of the apprentice, monitoring her or his health and safety and equality of opportunity.* | |  |
| Gateway  *Gateway takes place before an EPA can start. The employer and training provider will review their apprentice’s knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment. A declaration document must be signed to confirm the apprentice is ready for EPA.* | |  |
| End Point Assessment  *End-point assessment (EPA) tests the knowledge, skills and behaviours that an apprentice has gained during their training. Unique to each standard, EPA demonstrates the* *competence of an apprentice in their role. This competence is valued by current and future employers. (Discuss integrated degrees whereby UEL is the EPAO)* | |  |
| *Off The Job training (a minimum of 6hrs per a week)*  *Six hours a week must be spent on OTJT for apprentices. The amount of OTJT that is delivered must be guided by the initial apprentice assessment, so this may mean that some apprentices train for more than six hours per week – however, this will be based on an individual’s training needs.*  *Employer-led activities such as shadowing, coaching, and mentoring can be included as OTJT, but only where this is part of the agreed training plan. Critically, the main provider is still always responsible for retaining evidence to support delivery.* | |  |
| *Will you be utilising the government’s Find an Apprenticeship service to recruit an apprentice?*  *Is your business able to support the apprentice with an industry/sector experienced mentor?* | | Yes ☐  No ☐  Yes  No |
| Levy Paying Employer  *The levy is paid by large employers with a pay bill of over £3 million (they pay 0.5% of their total annual pay bill). Currently, only 2% of employers pay the apprenticeship levy, but this funding has helped directly support almost 50% of all apprenticeships in 2017/18.* | |  |
| Please select the relevant method of funding for the apprenticeship on the Digital Apprenticeship Service:   New employer only:  Step 1: Register on the below link and use Youtube to support registration:  DAS: <https://accounts.manage-apprenticeships.service.gov.uk/service/index>?  Youtube: <https://www.youtube.com/watch?v=NC3RzRrvgoc>  Step 2: Once registered, add UEL under Training providers using code: 10007144 and save  Step 3: Go back into training providers and change permissions for UEL to add apprentices. Please only select permission for this option and save.  Step 4: UEL will upload learner information and send back for you as the employer to review.   Step 5: Review learner under apprentice request and approve and the DAS is complete  Already registered: send cohort request UKPRN 10007144  \*Please note that the DAS account link to UEL must be set up within the first week of onboarding | | Levy paying employer only |
| In receipt of a levy transfer |
| Have reserved funding via the Digital Apprenticeship Service account |
| Non-Levy Paying Employer  *Non-levy paying employers will share the cost of training and assessing their apprentices with government - this is called ‘co-investment’. From May 2017, non-Levy paying employer will pay 5% towards to the cost of apprenticeship training with the government paying the rest (95%).* | | Co-Investment amount |
| Is your apprentice(s) a new recruit to your business or an existing employee? | | New recruit  Existing employee |
| Hourly wage or annual salary  *An apprentice is entitled to a minimum hourly rate of £4.81*  *Apprentices are entitled to the minimum wage for their age if they both:*   * *are aged 19 or over* * *have completed the first year of their apprenticeship*   Please confirm the apprentice is on or above the national apprenticeship wage for their age bracket. | |  |
| Weekly contracted hours  *We base the minimum duration of each apprenticeship on an apprentice working 30 paid hours a week or more. This includes any*[*‘off-the-job’ training*](https://www.gov.uk/government/publications/apprenticeships-off-the-job-training)*they do.*  *OTJ hrs are a part of the apprentice’s working week and must be logged and evidence as per the course leaders instructions.* | |  |
| Aptem  Please ensure the below is completed:  -Employer organisation created  -Employer user created  -Student/User created  All links for the above are sent to the employer/student for creation of Aptem accounts  Onboarding process started and completed prior to apprenticeship enrolment | |  |
| *Apprenticeship Agreement*  *An apprenticeship agreement* ***must be signed by both the apprentice and the employer at the start of any apprenticeship, covering the duration of the apprenticeship. A copy of the signed agreement must be provided by the employer to the Apprenticeship Account Manager*** | | Yes  No |
| *Employer Incentives*  *The incentive payment stands at £1,000 for hiring an apprentice based on the below conditions:*   * *aged 16 to 18 years old at time of enrolment*   *To receive the full payment, the apprenticeship must last for at least one year.* | |  |
| Health and Safety Assessment completed | | Yes  No |
| Employers Liability Insurance  (*a copy of the certificate must be obtained)* | | Yes  No |
| PREVENT Policy  *(Does the Employer have a PREVENT Policy in place, have you discussed UEL’S Policy?)* | | Yes  No |
| Equality and Diversity  (*does the employer support Equality and Diversity?)* | | Yes  No |
| Break in-learning process flow chart below for a gap in apprenticeship studies for over 1 Calendar month. UEL’S apprenticeship withdrawal process discussed. | |  |

Employer Engagement and Apprenticeship Manager

Name:

Signature:

Date:

**Break in-learning process flowchart:**

