

EXPLAINED

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# The Apprenticeship Journey



# The Apprenticeship Journey Explained

## Key

- Employer Engagement Team (EET)
- Training Officer (TO)
- Apprenticeship Operations Manager

Employer engagement team (EET) receive contact from employer for a new apprentice.

On-boarding process begins. Employer is sent a copy of the Training plan, Training Service Agreement, Employer pre-app assessment and H&S vetting form. Checks carried out by EET for Eligibility, English & Maths exemptions, ALS requirements and Employer Apprenticeship Service account set up.

Apprentice attends the first week of learning. They are inducted, given training for Safeguarding, Prevent and Equality, diversity and Inclusion. Complete health and safety learning for off the job training, 1 week induction with TO.  
**Oversee by AOM**

Apprentice attends Monthly training sessions in centre or via VCT. Apprentice must pass exams and assignments for the corresponding units.  
**Progress monitored by AOM**

Monthly contact with TO to update CPD log and carry out 12-week progress review. After 12 months – start work on skills units for portfolio using online system. **ALS monitored by AOM**

Apprentices that require functional skills attend remote sessions with tutor to complete English and/or Maths.  
**Progress monitored by AOM**

If an apprentice is made redundant or leaves their job, they have 3 months to find another job or be withdrawn. If an apprentice wants to leave the programme, they are withdrawn back to last date in learning using withdrawal form.  
**Monitored by AOM**

Apprentice successfully completes all units for C&G 5357 and any functional skills required. EPA paperwork is completed by employer and apprentice and sent to Training provider to organise EPA. This is the end of the practical period. **Apprentice enters gateway, confirmed by AOM**

If a learner is given a break in learning BIL form is completed. The apprentice can then get up to 3 months on a BIL. **Monitored by TO & AOM**

Apprentice successfully completes EPA. Proof sent to training provider to enter on to ILR as a completion.  
**Apprenticeship is completed**

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