

Dear {insert employer contact's name},

Thank you for choosing the University of Liverpool to deliver your Apprenticeship programme for {insert Apprentice's name}.

{Apprentice's First name} is now enrolled on their Apprenticeship programme. We have added their details to the Digital Apprenticeship Service (DAS) account and submitted for your approval. You should receive a notification email from the DAS asking you to review and approve the detail. The University of Liverpool will be unable to draw down the Apprenticeship funding for the training until this has been approved by yourself. Should you encounter any problems, or have any queries, please do not hesitate to contact us.

We would also like to make sure you have all the relevant contact details that you might need:

Liaison Academic Tutor

{Insert LAT name
Email
telephone/mobile number}

Advanced Clinical Practitioner Apprenticeship Programme Lead

Cathy Fletcher
c.fletcher@liverpool.ac.uk

Postgraduate Student Experience Co-ordinator - School of Health Sciences

Janet Williams
J.Bradley@liverpool.ac.uk
0151 794 2461

Degree Apprenticeship Manager

Jane Edwards
jane.edwards@liverpool.ac.uk

Degree Apprenticeship Administrator

Mark Murphy
M.A.Murphy@liverpool.ac.uk
0151 794 8862

General Contact Information

appsiv@liverpool.ac.uk

If you have any queries, please do not hesitate to contact any of the team above who will be able to assist you.

Attached to this email are the following documents for your records:

- **Commitment Statement**
- **Apprenticeship Agreement**
- **Employer Handbook**

Your Apprentice will receive a Progress Review approximately every 8 weeks and your contribution to this discussion is invaluable, this will be undertaken taken by their Liaison Academic Tutor.

If there is anything we can support you with and explore with you going forward for both new and existing staff, please do not hesitate to contact us.

Kind regards

A handwritten signature in black ink, appearing to read 'Jane Edwards', written in a cursive style.

Jane Edwards
Degree Apprenticeship Manager
The University of Liverpool
Academic Quality & Standards Division