Start of Learning Email/Letter to Employer - Process Flowchart

School completes apprenticeship paperwork prior to enrolment including Commitment Statement, Apprenticeship Agreement, Training Plan & Employer Handbook.



Apprentice is enrolled by School Postgraduate Student Experience Co-ordinator onto Banner.



School Postgraduate Student Experience Co-ordinator to inform Degree Apprenticeship Administrator of new enrolment(s) within 2 working days of enrolment/Start Date.



Degree Apprenticeship Administrator to ensure apprentice details are recorded on the ILR within 2 working days from receiving information from School.



Degree Apprenticeship Administrator to email apprentice employer with Start of Learning email/letter including attachments as follows:

- o Commitment Statement
- Apprenticeship Agreement
- Employer Handbook
- o Review Schedule

within 2 working days of receiving confirmation of enrolment from school.