Department Identifies Apprenticeship Opportunity

* Contact Apprenticeship Team for support & advice.
* See also the [Guide for Managers](https://www.apprenticeships.admin.cam.ac.uk/useful-resources).

# For an existing staff member

* 1. Department agree apprenticeship post
	2. Department select appropriate [Apprenticeship Standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/) of [Framework](https://www.gov.uk/government/publications/removal-of-apprenticeship-frameworks)
		1. Confirm:
			+ Standard or framework level
			+ Funding band
			+ Length of apprenticeship
			+ Contractual hours/FTE
			+ Role profile
	3. Department identify an approved training provider from University list
	4. Department contact approved training provider/s to arrange an initial discussion
		1. Agree:
			+ Cost of apprenticeship & what is included
			+ Provider and cost of end point assessment
			+ Detailed content of programme
			+ Training delivery methods
			+ Qualification to be achieved (if appropriate)
			+ Number of apprentices
			+ Length of apprenticeship
			+ Start date
		2. Contact Apprenticeship Team for support & advice
	5. Department select training provider and end point assessment provider and inform Apprenticeship Team
		1. Apprenticeship Team record apprentices on Digital Apprenticeship Service to access Levy funds
		2. Apprentice remains on existing contract and the HR Amendment Team issue apprentice with Apprenticeship Agreement Letter which sits alongside existing contract for duration of apprenticeship
	6. Commitment Statement signed by University, apprentice and training provider
		1. Department send copy of Commitment Statement to Apprenticeship Team
	7. Employee starts apprenticeship programme
		1. Training provider delivers training and supports apprentice
		2. Line Manager supports apprentice
			1. See document [**A Guide for Managers**](https://www.apprenticeships.admin.cam.ac.uk/useful-resources)
		3. Mentor identified & trained to support apprentice
			1. See document [**A Guide for Mentors**](https://www.apprenticeships.admin.cam.ac.uk/useful-resources)
	8. Provider conducts end point assessment

# For a new staff member

1. Department obtain internal sign off and permission to recruit via the [Recruitment Administration System](https://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/recruitment-administration-system-ras)
2. Department select appropriate [Apprenticeship Standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/) of [Framework](https://www.gov.uk/government/publications/removal-of-apprenticeship-frameworks)
	* 1. Confirm:
			+ Standard or framework level
			+ Funding band
			+ Length of apprenticeship
			+ Contractual hours/FTE
			+ Role profile
3. Department identify an approved training provider from University list
4. Department contact approved training provider/s to arrange an initial discussion
	* 1. Agree:
			+ Cost of apprenticeship & what is included
			+ Provider and cost of end point assessment
			+ Detailed content of programme
			+ Training delivery methods
			+ Qualification to be achieved (if appropriate)
			+ Number of apprentices
			+ Length of apprenticeship
			+ Start date
		2. Contact Apprenticeship Team for support & advice
5. Department select training provider and end point assessment provider and inform Apprenticeship Team
6. Department [recruit](https://www.hr.admin.cam.ac.uk/recruitment-guidance) and select apprentice via Web Recruitment System. Ensure applicants meet funding eligibility criteria
7. Ask training provider to advertise vacancy on University job site and ‘Find an apprenticeship’ service
8. Department create Apprentice Offer Letter through the [Web Recruitment System](https://www.hrsystems.admin.cam.ac.uk/systems/systems-overview/web-recruitment-system)
9. Department complete the offer and request the Appointment via the Web Recruitment System
10. Apprentice is recruited on an Apprentice Contract
	1. Department inform Apprenticeship Team who will record apprentices on Digital Apprenticeship Service to access Levy funds
	2. Commitment Statement signed by University, apprentice and training provider
		1. Department send copy of Commitment Statement to Apprenticeship Team
	3. Apprentice starts employment and apprenticeship programme
		1. Training provider delivers training and supports apprentice
		2. Line Manager supports apprentice
			1. See document [**A Guide for Managers**](https://www.apprenticeships.admin.cam.ac.uk/useful-resources)
		3. Mentor identified & trained to support apprentice
			1. See document [**A Guide for Mentors**](https://www.apprenticeships.admin.cam.ac.uk/useful-resources)
	4. Provider conducts end point assessment