

Apprenticeships at the University of Cambridge

Please note that this flowchart will be regularly updated
V10 14/03/19

STAGE 1
Select an Apprenticeship Standard

STAGE 2
Select an Approved Training Provider

STAGE 3
Recruit and Select Apprentice

STAGE 4
Support Apprentice to Complete Apprenticeship

Department Identifies Apprenticeship Opportunity

Contact Apprenticeship Team for support & advice at Apprenticeships@admin.cam.ac.uk

For existing staff member

For new staff member

Agree apprenticeship post

Obtain internal sign off and permission to recruit via RAS

[Recruitment Administration System \(RAS\)](#)

Confirm:
Standard or Framework Level
Funding band
Length of apprenticeship
Contractual hours/FTE
Role Profile

Select appropriate Apprenticeship Standard or Framework

[Apprenticeship Standards](#)
[Apprenticeship Frameworks](#)

Identify an approved training provider from University list

A Guide for Managers

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

Contact approved training provider/s to arrange an initial discussion

Contact Apprenticeship Team for support & advice at Apprenticeships@admin.cam.ac.uk

Select training provider and end point assessment provider and inform Apprenticeship Team

Apprentice is existing staff member

Apprentice will be new staff member

[Recruitment Guidance](#)

Recruit and select apprentice via Web Recruitment System
Ensure applicants meet funding eligibility criteria

A Guide for Managers

Ask training provider to advertise vacancy on University job site and 'Find an apprenticeship' service

Create Apprentice Offer Letter through the Web Recruitment System

[Web Recruitment System](#)

Complete the offer and request the Appointment via the Web Recruitment System

Apprentice is recruited on an Apprentice Contract

Apprentice remains on existing contract and Amendment Team issue apprentice with Apprenticeship Agreement Letter which sits alongside existing contract for duration of apprenticeship

Inform Apprenticeship Team who will record apprentices on Digital Apprenticeship Service to access Levy funds

Send copy of Commitment Statement to Apprenticeship Team at Apprenticeships@admin.cam.ac.uk

Commitment Statement signed by University, apprentice and training provider

Send copy of Commitment Statement to Apprenticeship Team at Apprenticeships@admin.cam.ac.uk

Employee starts apprenticeship programme

Apprentice starts employment and apprenticeship programme

STAGE 4
Support Apprentice to Complete Apprenticeship

A Guide for Mentors

Mentor identified & trained to support apprentice

Training provider delivers training and supports apprentice

Line Manager supports apprentice

A Guide for Managers

End point assessment provider conducts end point assessment

Training Provider Actions

HR Actions

Department Actions

Supporting Information & Documents