UNIVERSITY OF WESTMINSTER

APPLICATION PROCESS FOR EMPLOYERS

The purpose of the application process is to establish that the employer, apprentice and programme are eligible for apprenticeship funding. Please refer to our webpage dedicated to applications for information on deadlines and ESFA eligibility requirements available **here**. Academic entry requirements are published on dedicated apprenticeship course pages. The application process includes several steps, decision points and deadlines.

STEP ONE

ARRANGE A CALL with one of our Business Development Managers to discuss your training needs, suitable apprenticeships and the responsibilities of an employer whilst your apprentice is on programme.

STEP TWO

PROVIDE US WITH THE DETAILS we need about your organisation and your apprentice(s) so that we can perform our eligibility checks which also include criteria for **selecting employer partners**. We'll ask you to complete Employer Information Request (EIR) forms so that you can provide this information and we will ask you to submit the apprentice's job description, employment contract and a copy of your current employer liability insurance certificate.

DECISION POINT

The University will review the EIR forms and confirm if the application can progress.

STEP THREE

THE APPRENTICE will submit an application and their academic qualifications will be checked against the criteria advertised on **westminster.ac.uk**

DECISION POINT

Apprentices will be rejected or issued a conditional offer. Conditions to include meeting ESFA funding eligibility and academic entry requirements.
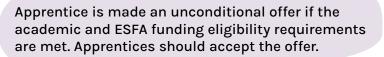
STEP FOUR

THE APPRENTICE will be invited to Aptem (online apprenticeships platform) to continue their application by completing:

- **the Extended ILR form**
- **a Skills Radar** and
- **an Initial Assessment in English and Maths**

The funding eligibility and duration of the apprenticeship, along with the fees, will be determined based on the outcome of the application in Aptem. The employer and the apprentice will be asked to review and sign the **Outcome of the Initial Assessment form** in Aptem. A meeting may be necessary to confirm any additional requirements.

DECISION POINT

Apprentice is made an unconditional offer if the academic and ESFA funding eligibility requirements are met. Apprentices should accept the offer.

STEP FIVE

THE UNIVERSITY WILL issue the:

- **Training Plan**
- **Apprenticeship Agreement** and the
- **Training Agreement**

All documents must be fully signed before September 20th 2024. We encourage you to sign all three documents as soon as they are issued.

STEP SIX

ALL FUNDING for the apprenticeship is managed through the Digital Apprenticeship Service (DAS) account so if you haven't done so already, you will need to create a DAS account **here**. We can provide support and guidance for this, if required.

The deadline to send a cohort request in the DAS is September 9th 2024. You will be asked for the University's UKPRN which is: 10007165. You can find further guidance on the DAS **here**.

STEP SEVEN

APPRENTICES MUST complete the **enrolment task** before induction week.

RELATED POLICIES

- Admissions Policy
- Initial Assessment Policy

CONTACT INFORMATION

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