

# What to expect & when



Interview for the apprenticeship programme with my employer and academic team.

## 1. Interview

## 2. Aptem

Activate my Aptem account and complete all eligibility questions. Upload evidence of Maths, English, ID and a CV.

Complete the University of Suffolk online application form (this will be emailed to you by the Apprenticeship Administrator)

## 3. University Application

## 4. Prepare for Onboarding

Confirm attendance to a 45-minute Teams onboarding meeting with your Line Manager. Look at the Knowledge, Skills and Behaviours how will I score myself?

Via Teams, meet with a member of the academic team and a Practice Educator to discuss my Training Plan and Skills Analysis.

## 5. Onboarding

## 6. Initial Assessment

You will be contacted by the Student Life Team to complete an Initial Assessment.

Sign the Apprenticeship Agreement, Skills Analysis and Training Plan in readiness for my course start date and asked my employer to do the same.

## 7. Signing Documents

## 8. Apprenticeship Hub Induction

Attend the Apprenticeship Hub Induction via Teams.

# First Day!





## TOP TIPS FOR GETTING ORGANISED!

To prepare you for your interviews and the onboarding process, it can be useful to get organised with everything you will need.

### This could include:

- A copy of your CV. If this needs to be updated or you need to create a CV. have a look [here](#) to help you.
- Provide your GCSE Grade C/4 and above / Functional Skills Level 2 certificates for Maths and English.
- Provide certificates for all qualifications achieved.
- If you are an overseas student and you need to have your qualifications compared to UK equivalent, please apply for an [ENIC statement of comparability](#)
- Review the Knowledge, skills, and behaviours for your standard ready for discussion (this will be sent to you prior the onboarding interviews) or if you are eager to view these earlier you can find these [here](#).
- Know your National Insurance Number.
- Provide any evidence of changes to your name (e.g. marriage certificate or deed poll).
- Provide details of any prior EHCP (Education, Health, Care Plan) if applicable.

## CHECKLIST

You may wish to use the checklist provided to ensure that you have completed key tasks during the onboarding process.

Activated my APTEM account.



Completed the onboarding questionnaire on APTEM.



Uploaded my certificates to APTEM



Uploaded my CV to APTEM.



Completed my Initial Assessments (ALN).



Signed and returned my Apprenticeship Agreement.



Signed my Training Plan on APTEM.



Signed my Skills Analysis on APTEM.



Confirmed attendance for Apprenticeship Hub Induction.



Attended Apprenticeship Hub Induction.

