

Onboarding

What is it and
What is Your Role?



Onboarding is a screening process that learners must go through prior to starting their programme, to ensure that they are right for the programme and the programme is right for them. Onboarding is broken down into 3 main sections and as a line manager to an apprentice, you will have some involvement in this process

Stage one: Eligibility and suitability

Learner Task to Complete:

- + Activate Aptem account (one of our digital learning platforms)
- + Complete Eligibility and Sustainability tasks/questionnaires to ensure learners meet the criteria of the programme, and the government funding rules

Your Responsibility

Ensure your learner completes all tasks by their set deadline (7 Days after receiving activation email)
This provides enough time to complete all onboarding stages prior to their planned start date.

Skills Radar:

This is an informal call with one of our coaches to assess prior knowledge that may be relevant to the programme. If your learner has been in the role for 3 months or more, you will need to attend the skills radar call and sign the Line Manager review on Aptem

Stage Two: Funding Compliance

Learner Task to Complete:

- + Fill out individual Learner Record (ILR) and extended ILR to ensure the distribution of government funds are being spent in line with government targets
- + Sign compliance documents to provide evidence of both agreement of and commitment to the programme

Your Responsibility

Sign compliance documents on Aptem after your learner has completed their stage 2 tasks

Stage Three: First Evidence of Learning

Learner Task to Complete:

- + Mandatory learning activity on Aptem - an activity set by us on the learner's allocated start date, which will have been previously agreed by the learner and signed against by both learner and line manager in the compliance documents

Your Responsibility

Ensure your learner completes their activity on the allocated start date. If not completed on the allocated start date, learners will have to repeat the second stage of their onboarding journey.

Understanding the programme

It is important to understand your role as a line manager in your learner's programme. Your ongoing support throughout the entirety of the programme is instrumental to an apprentice's success. The below demonstrates the 3 key elements of an apprenticeship programme

On Programme Learning

- + Supported by an industry experienced Coach
- + Demonstrations of competence towards Knowledge, Skills and Behaviours through work based evidence
- + Undertake the professional qualification

Gateway to End Point Assessment

- + Gateway is a period of time with enhanced support from Coach and Quality Specialist to finalise required documentation prior to End Point Assessment
- + Joint agreement of readiness for EPA All professional qualification exams and evidence of off the job learning completed at this stage

End Point Assessment

- + EPA is an assessment of a learner's competence in role against the learning outcomes of their standard
- + EPA is assessed by an Independent End Point Assessment Organisation (EPAO)
- + At EPA there are three grades; Pass/Fail/Distinction