

The employer approval process

Transcript

The purpose of this video is to introduce you to our employer approval process, explain why we have it in place and how to go about completing it.

As an apprenticeship training provider, UCEM needs to determine if an employer can provide an apprentice with the necessary opportunities and experience to be successful on their apprenticeship programme.

To achieve this objective, we have introduced the employer approval process. This is stage one of our larger apprentice enrolment program. Stage two being where the apprentice applies and is covered in a separate video.

To facilitate the employer approval process, we have just introduced a new employer portal. You will be sent an email with a link to this. You log in and complete some business information and identify the apprenticeship programmes you think you may wish to pursue with us. You will then receive an email asking you to complete employer advanced inquiry forms for those programmes. This email will also include a link to some template sign-up documents. These have been provided so that you can assure yourself that you are happy with the commitments being made by all parties.

Once we have received the employer advanced inquiry forms, we will review the information provided along with your business details and either a) approve the pathways, b) refer them for further technical guidance, in which case you may receive a phone call from another member of our team, or c) reject the pathway. If this is the outcome, you will receive a call to discuss your options.

When the pathways have been reviewed, we will then move on to the health and safety assessment section. Here you will be sent a link to a form and asked to complete some health and safety information, upload your employer liability insurance certificate and your health and safety policy. We will again review this information and if everything is in order, you will be approved as an apprentice employer. That is the end of our employer approval process.

As I've said, this will only happen once and is not linked to an individual apprentice or cohort. The only time we will ask you to update any further information is if any details change or your health and safety information is due for review.

We are now able to accept applications from your apprentices. When they have applied, we will come back to you and ask you to log into the portal and complete some apprentice specific information, such as their workplace address and contracted hours.

If you have any questions regarding this, please do get in touch with your account manager in the business development team or us here at apprenticeship admissions.