

Apprenticeship Sign Up Documents

Now that you are approaching the start of your apprenticeship, we wanted to take this opportunity of walking you through your apprenticeship signup document, which, if you haven't already received them, will be coming out to you shortly via a software package called DocuSign.

These documents we will be emailed to the email address you provided when you applied.

They have been set up to come to you as The Apprentice 1st and then when you have signed them they will be automatically sent to your line manager or the employer contact we have been given.

Before you click into the documents themselves.

There is a welcome message in the body of the email.

Which, among other things summarizes the process for becoming a current funded apprentice with UCEM.

Provides a reminder of the online welcome program we run and confirms what you will need to do to evidence the official start of your apprenticeship for funding purposes.

Once you are happy with this, please click through to the documents by pressing the review documents button.

Before you access the documents, you will need to read and agree to DocuSign, electronic record and signature disclosure.

Once done, press the continue button.

The first document in this pack contains links to videos you may have already watched. As part of this apprenticeship information program.

If so, please take this opportunity to remind yourself of the content.

And if you haven't watched them yet, please take this opportunity to do so now.

You will then.

Need to tick to confirm that you have watched and understood them.

The next document is the apprenticeship agreement.

It is a requirement of the apprenticeship funding rules laid down by the education Skills Funding Agency that every apprenticeship has a signed apprenticeship agreement in place, identifying the relevant apprenticeship standard, start and end dates.

And the required number of off the job training hours you were required to be provided with.

This document will be signed by yourself and your line manager.

Please check the information contained within it to ensure it is correct, things to look out for include your name. Is it your full name as detailed on your ID?

Is the employer name and your workplace address correct?

The dates are termed your apprenticeship milestone dates and I will explain these when we look at the final document in this pack.

If you are happy with the information, please electronically sign the document.

The next two pages.

Are all part of the apprenticeship agreement and provide explanation as to why the agreement is required and some of the key technical points.

Finally, we come to the commitment statement. This is a 3-way agreement between yourself as The Apprentice, your employer and us, the University College of Estate Management as the training provider.

Again, please check that all the information ,shown in this example in red, is correct.

In Section 3, we outline the apprenticeship you are starting, it's name and level. Please be aware if you are doing an MSc as part of your Chartered surveyor apprenticeship, even though it is a Level 7 qualification, the apprenticeship level still remains as six.

Then we detail the milestone dates. The first one shows when the apprenticeship and practical period start. The practical period is the period for which an apprentice is expected to work and receive training. It does not include the endpoint assessment.

The second date is the start of the assessment of professional competence which is applicable for chartered surveyor apprentices. It covers the period before The Apprentice goes forward for endpoint assessment where they need to evidence 400 days of work experience and 48 hours of continuous professional development.

Once the degree has been completed and the required on the job, training has been evidenced, you will go through the apprenticeship Gateway to end point assessment. All three parties, yourself, your employer and UCEM need to be in agreement that you are ready to pass through the gateway to endpoint assessment. This is the end of your practical period. The final two dates then identify when you will expect to submit for your endpoint assessment and finally complete your full apprenticeship.

These dates will vary depending on the apprenticeship you are following and if you have been granted exemptions or not.

In section 3.1, we identify the degree you will be following as the mandatory qualification of your apprenticeship and list the modules you will be studying.

3.5 goes into detail with regard to the end point assessment for your apprenticeship, for chartered Surveyor apprenticeships this can be different to the degree you are studying, so please check that it is correct.

Section 3.6 identifies if you need to complete functional skills. A level 2 maths or English qualification as part of the apprenticeship.

The remaining part of Section 3 then explains the delivery and contact arrangements of the apprenticeship.

Section 4 explains what is meant by off the job training. Please be aware this section might vary slightly in the document you receive, as the ESFA are currently consulting and this may be amended slightly.

If you have been granted exemptions on your degree in recognition of previous study, for example due to a cognate, HND or HNC, these will be detailed in Section 5.

In Section 6, we outline the commitments you as The Apprentice, your employer, and you UCEM as the training provider are signing up to as part of this apprenticeship, please make sure you are comfortable with these before signing the document.

Section 7 details what you should do if you have a complaint and how this will be handled.

Finally, Section 8 is where you sign, as previously mentioned. Once you have signed, the documents will pass on automatically to your employer representative, who is usually your line manager.

These documents need to be signed by all parties before the start of term.

Once everyone has signed, we will keep them open until we can evidence your start of learning on the first day of term. When we have done this in the first few weeks, the completed documents will come back to you and your employer via DocuSign for you to keep on your records.

As always, if you have any questions, please do reach out to us at apprenticeships at ucem.ac.uk.