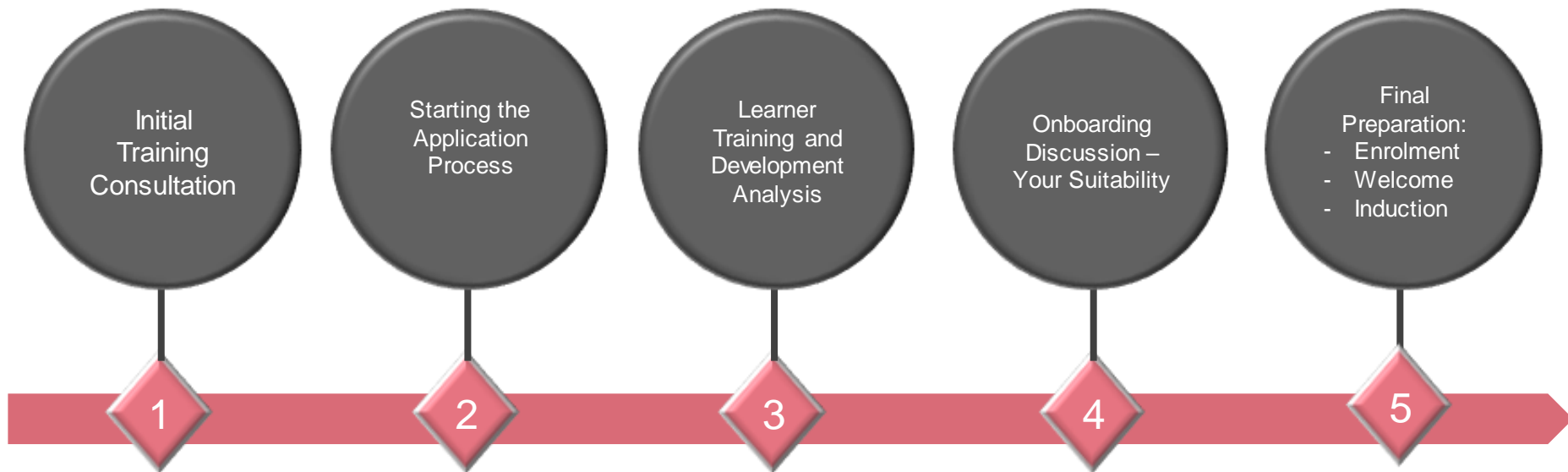


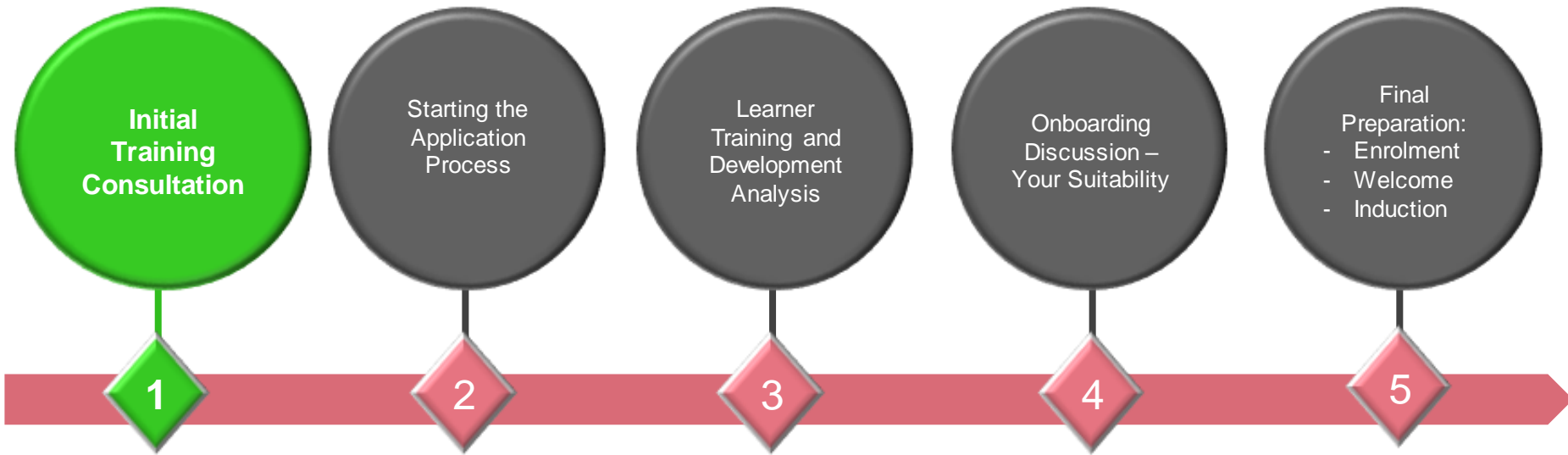
Apprenticeship Onboarding with Sheffield Hallam University (SHU)



Click on the circles above to get more information about each stage. Return to the to main site to download these slides and to access the short explanatory videos:

<https://blog.shu.ac.uk/apprenticeship-resources/onboarding/>

Apprenticeship Onboarding with Sheffield Hallam University (SHU)



- At the [start of the partnership](#) (or during a review of your needs) your key person can connect to our Employer Partnership Manager, by email, virtual meeting or we can visit your workplace. Or, you can attend a sector specific information event.
- This might be your finance and levy lead, talent development manager, HR representative or similar role. It is really important for your key contact to pass on all the information and expectations to the relevant sections and stakeholders in your organisation who will be taking responsibility for supporting the Apprentices throughout their journey.
- We want to understand your organisational context and that the Apprenticeship is the right choice to support your skills acquisition and development. We help you understand the suitability of the Apprenticeship for your staff in their job role.
- We can outline the funding arrangements and explain the support that you as an employer must put in place for the whole Apprenticeship. Talk to your SHU Employer Partnership Manager about our Readiness Questionnaire.

Helpful Links
for Stage 1:

[Government
Guide](#)

[Apprenticeships
at SHU](#)

[Role of the
Mentor](#)

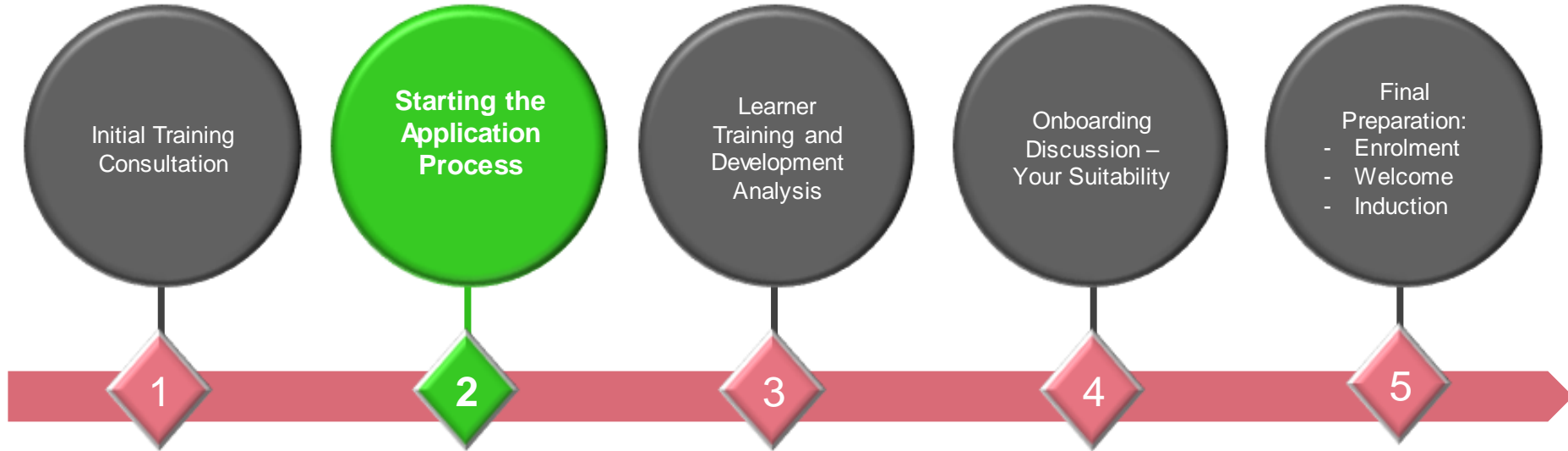
[20% Off the Job
Training](#)

[Readiness
Questionnaire](#)

Readiness Questionnaire - Getting on board as an Employer

Employer Self-Evaluation Questions	Yes	No	Action (Key stakeholders?)
Do you understand your obligation to ensure your employee benefits from 20% Off-the-job Training (OTJT)?			
Do you know what counts as 20% OTJT?			
Do you know how your apprentice will record this?			
Have you allocated a mentor for your apprentice who will attend Apprenticeship Progress Reviews with the University Work-Based Learning Coach?			
Does your mentor understand their role and how will they be supported?			
Do you know what projects will be set by the University at each level of study and how to facilitate those?			
Can you identify the kind of impact and even return on investment that the organisation might get from those projects?			
Do you have a Training Plan in place ? Try Sheffield Hallam University Training Plan Toolkit			
Are you confident this is the right apprenticeship for the job role of your employee and they can be successful at the End Point Assessment?			

See links to further guidance on the previous slide and speak to your Employer Partnership Manager

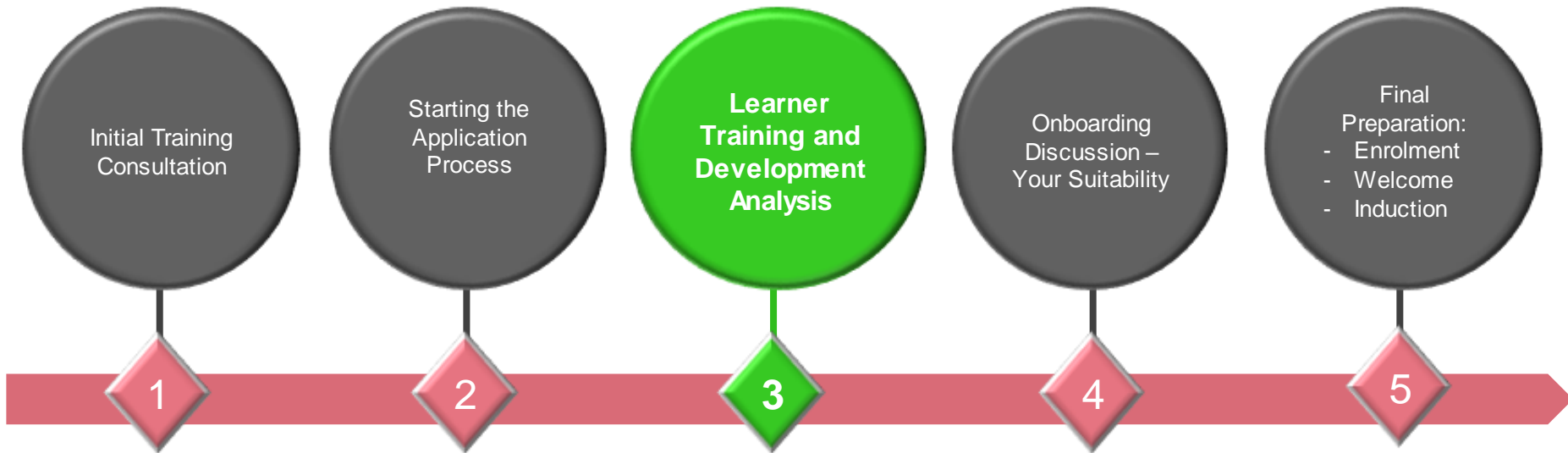


- The SHU Employer Partnership Manager will email a link to the **application form** to the Apprentice applicant. This must be returned by the applicant within one week of receipt.
- The application form lets the University undertake an initial eligibility check using the applicant's details. Apprentices must meet the *academic entry criteria* so we do need copies of all certification from Level 2 and 3 and any higher qualifications. This must include English and Maths GCSE or equivalent. Applicant queries can be sent to apprenticeships@shu.ac.uk.
- Your key person at the employer will receive a **contractual framework agreement** for completion, or renewal, sent from SHU-partnershipsandcontracts@shu.ac.uk. Queries and completed contracts should be returned to the same address. The contract may take longer to process, but **MUST** be completed by the employer prior to enrolment, or we miss the start date.
- Employers, you need to have or [create an account to manage apprenticeships and funding](#).

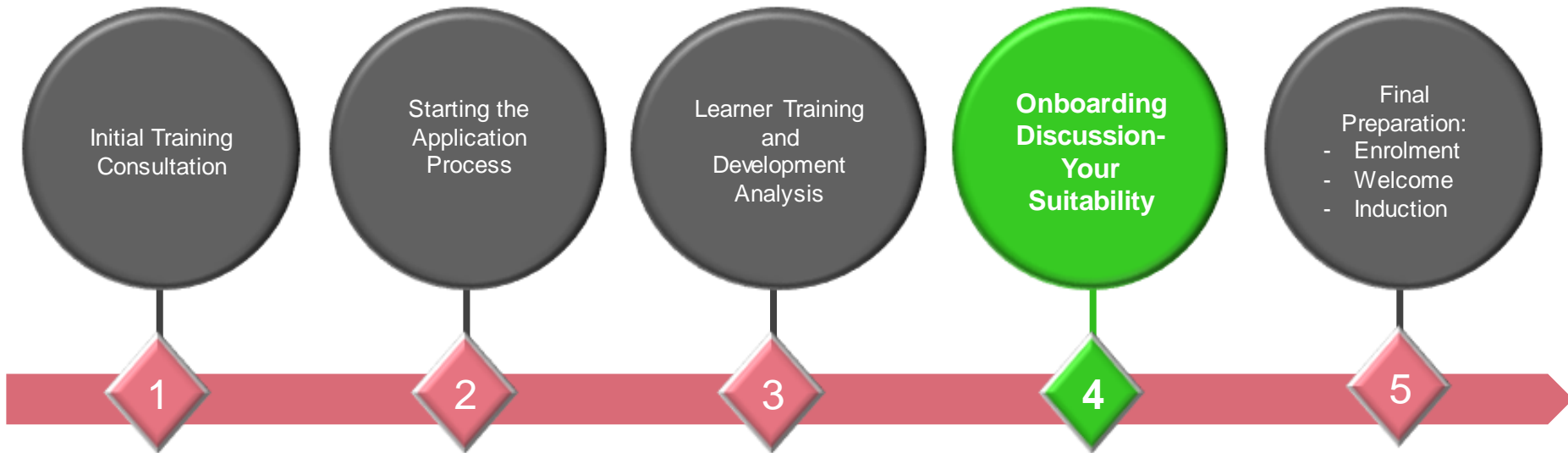
Helpful Links
for Stage 2:

[Replacement
Exam Certificates](#)

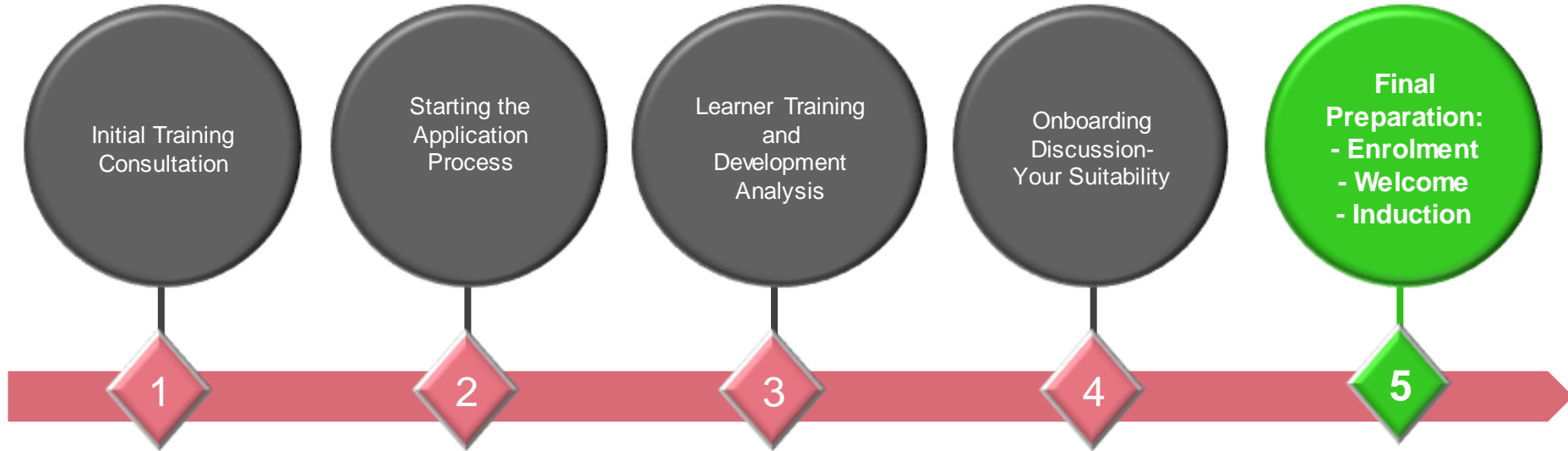
[create an
apprenticeship account](#)



- SHU (Apprenticeships@shu.ac.uk) sends a **Commitment Statement** and **Apprenticeship Agreement** for the employer to complete and return. These cover: The price, duration, delivery model; Expectations for attendance and 20% Off-The-Job-Training; The employer training plan; The Apprentice's behaviour, engagement & commitment to the End Point Assessment.
- Within this email we will provide log-in details and links for applicants to engage in required diagnostic activities including:
 - **BKSB literacy & numeracy diagnostic activity:** This helps us understand your support needs, to engage with higher level study and mandatory elements of your Course. The Apprentice completes this independently.
 - The **Skill Scan** is located in *MAYTAS Hub*. This helps us check you are not overqualified in terms of experience (and taking into account qualifications at the same, or higher level of study). The employer (line manager, or mentor) should support the Apprentice to ensure accuracy. Once done, we can review eligibility and understand your starting point.



- Once the previous steps are complete, a Work Based Learning Coach from SHU will be in touch to arrange a three way virtual meeting to discuss your overall suitability for the Apprenticeship. This might only take 20 minutes to complete.
- The discussion with both the Apprentice and mentor (employer) will focus on the completed Skill Scan. Therefore you all need individual log in details for MAYTAS Hub (see Stage 3).
- This discussion gives us the chance to check that the Apprenticeship option is right and supports an agreed career development path. It is possible we might confirm any adjustments to the programme to be recorded in the Commitment Statement and/or contract. This would normally be a consequence of previous qualifications and/or experience.
- This also gives us chance to explain the next preparation activities for the Apprentice (explained further in Stage 5).



- Employers must complete the Contractual Framework Agreement (from Stage 2) so SHU can send an *unconditional offer* to the Apprentice. The Apprentice must accept the offer and complete **on-line enrolment**, set out in the offer letter (email).
- The **Welcome Event** invitation is then sent to both the Apprentice and Employer. Please tell us if your contact changes. This is typically a virtual event held about 1 week before the start date. We will explain in more detail how Apprenticeships work and you can network in your sector breakout session. Course joining instructions are also released at this time, so the Apprentice can plan to attend their **Induction** and start learning. Ask us at the Welcome Event if you need more information.
- The next activities are about establishing a successful partnership. Before Induction, Apprentices must attempt their **Starting Point Exercise**, so that we can optimise the benefits of your Apprenticeship.
- The employer's designated *mentor* should now set up a **Training Plan**, ready to support the whole apprenticeship journey.

Helpful Links
for Stage 5

Join a support workshop email:
apprenticeships@shu.ac.uk

[Welcome
Event Slides](#)

[Starting Point
Exercise](#)

[Training Plan
Toolkit](#)

[Role of the
Mentor](#)