PROCESS FLOW CHART
EXISITNG STAFF APPRENTICESHIP APPLICATION PROCESS

Existing staff member interested in undertaking an apprenticeship

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Review information on Employee Apprenticeship staff directory page – including search/find an app standard

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Initial discussion with Employee Apprenticeships Manager to consider suitability of an apprenticeship

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Staff member to decide whether they want to proceed with an apprenticeship application

— Yes → **Individual to discuss with line manager and agreement sought to proceed with application**

— No → **Consider other options to meet traning needs**

Legend:
- ■ Staff member action
- ■ Line manager action
- ■ Line mgr & staff action
- ■ Employee App Mgr action
- ■ Training provider action

↓ (from Individual to discuss with line manager)

Application able to be supported?

— No → **Consider other options to meet traning needs**

— Yes ↓

Line manager & individual complete & submit an application form (available on the forms section of the Employee Apps staff directory page)

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Application able to be supported?

— No → **Feedback provided by Employee Apprenticeships Manager** → **Consider other options to meet traning needs**

— Yes ↓

Employee Apprenticeships Manager to contact training provider

↓

Training Provider (TP) to carry out their initial assessment processes

→ **TP to confirm eligibility for apprenticeship**

— No → **Consider other options to meet traning needs**

— Yes ↓

Apprenticeship sign up process (incl commitment statement & apprenticeship agreement put in place)