

# CANDIDATE

# EMPLOYER



## Make an enquiry

The candidate will make an enquiry with the Apprenticeships Team who will answer any questions and provide information on the next steps.

## Eligibility form

When the enquirer expresses an interest in progressing to the next stage they will be sent a short eligibility check form to complete. Once completed, this should be sent back to the Apprenticeship Team. It typically takes two working days to process this form.



## Making the application

Once the Apprenticeship Team are satisfied that the candidate is eligible to receive apprenticeship funding, a link will be provided for the application form.

The application will take between 30 minutes to an hour to complete on average, providing the applicant has all the correct documentation in order.

Once the application has been submitted, the Admissions Team will receive it the following working day. Providing all parts of the application have been completed correctly, it will take three working days to process the application.

## Invited to interview

Successful applicants will be invited to a one-to-one interview with a member of the MBA Team. Interviews typically take place through Skype or telephone, but face-to-face interviews are also available on request. Depending on the availability of the applicant, it would usually take place within two weeks of the application being received. The interviewer will provide feedback to the Admissions Team the next working day.



## Making an offer

Successful applicants will receive an offer letter by email within three working days of their interview. The letter contains instructions for the next steps in the process.

## Accepting the offer

Candidates will then need to accept their offer to confirm their place at Aston University. The offer letter contains a link to the Offer Reply Form which must be completed, this takes less than five minutes.



## Setting up the finances

The Apprenticeships Team will then arrange the apprenticeship finances through the Apprenticeship Service.

Once this is set up, monthly levy payments will be made to Aston University to cover the cost of the apprenticeship.



## Getting signatures

The employer will then need to send their candidate a copy of the Apprenticeship Agreement and the Commitment Statement which must be signed and returned to the Apprenticeship Team.

This step must be completed no later than one week before the programme start date.



## Signing documents

After the offer has been accepted, the employer will then send the candidate a Commitment Statement and Apprenticeship Agreement that must be signed and returned to the Apprenticeship Team.

This step must be completed no later than one week before the programme start date.



## Planning for the future

The Apprenticeship Team will then allocate a Service Delivery Manager to your business, who will agree reporting needs and ways of working.



## Digital account creation

Nearer to the programme start date the candidate's application form will lock to prevent any further changes. IT login details will be created and emailed to the candidate along with information about online enrolment.



## Online enrolment

Using the newly created login details, the candidate will be required to log into MAP to complete the online enrolment form and upload a photograph for their student ID card.

## Face-to-face enrolment

Shortly before the start date the candidate will receive an email about the programme induction day. This is where face-to-face enrolment will take place. Candidates will be instructed to bring their qualification certificates and their passport or birth certificate and driving license.

