



01. Business development/need

Apprenticeships are an opportunity to fund learning for a new or existing member of staff. Maybe someone is looking to progress, there is a skills gap in your team or a hard-to-fill post? An apprenticeship may be the ideal solution.

Search for potential apprenticeships on the [Institute for Apprenticeships website](#).



02. Discussion

Staff member – discuss opportunity with your Line Manager.

Line Manager - discuss with your HR Business Partner as part of your workforce development plans. Once you have identified a potential apprenticeship for a new or existing member of staff, discuss with [Claire Nicholls](#) to ensure it can be funded via the apprenticeship levy and for details on the supplier choice.



03. Contract and quality control

A contract will need to be signed by the line manager with the provider. A contract will also need to be signed between the provider and the learner.

A quality audit has been carried out on our preferred suppliers and providers are regularly reviewed.



04. Funding

The OD team will allocate the appropriate funding and make payments to the supplier. The apprenticeship qualification is usually fully funded although some costs may be needed covered by a department or an apprentice for professional registration.



05. Assessment

Towards the end of the apprenticeship, the learner will be required to undertake an assessment. This is known as an 'end point assessment'.



All learners will be part of a community of apprentices at Warwick with opportunities to interact with other learners.

For more information please email: apprenticeships@warwick.ac.uk