



TO MEET THE FUNDING RULES



**DO I HAVE A
GENUINE JOB FOR
THIS APPRENTICE?**



**HAVE I GOT A
COMMITMENT
STATEMENT OR
INDIVIDUAL LEARNING
PLAN?**



**HAVE I CHECKED
THE ELIGIBILITY OF
THE APPRENTICE?**



**HAVE I RECORDED THE
APPRENTICESHIP?**

* If you are a levy payer and have an apprenticeship service account you must record the apprenticeship details.



**HAVE I CHOSEN A
MAIN PROVIDER AND
NEGOTIATED A
PRICE?**



**HAVE I CHECKED MY
APPRENTICE IS ON
THE CORRECT
WAGE?**



**HAVE I CHECKED THE
DURATION OF THE
APPRENTICESHIP AND THAT
PRIOR LEARNING HAS BEEN
CONSIDERED?**



**HAVE I CHECKED ON
THE PROGRESS OF
MY APPRENTICE?**



**HAVE I GOT AN
APPRENTICESHIP
AGREEMENT WITH
THE APPRENTICE?**



DO I HAVE EVIDENCE?

* You must provide evidence to the main provider that the apprentice is eligible for the apprenticeship, the agreed weekly hours and any change to their working patterns.