



HOW CAN AN EXISTING EMPLOYEE BECOME AN APPRENTICE ?



**IDENTIFY WHAT
SKILLS THEY NEED
TO DEVELOP**



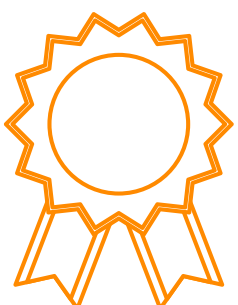
**SELECT A TRAINING
PROVIDER**



**CHOOSE AN
APPRENTICESHIP
STANDARD BASED ON
CONTENT, NOT LEVEL**



**CHECK WHO WILL
PROVIDE END POINT
ASSESSMENT**



**CHECK IF THEY
HAVE CERTIFICATES
FOR MATHS AND
ENGLISH**



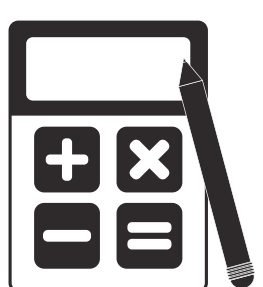
**PUT IN PLACE AN
APPRENTICESHIP
AGREEMENT**



**FOLLOW HR'S
PROCESSES FOR
APPOINTING
APPRENTICES**



**CHECK WHO WILL
ACT AS MENTOR**



**CHECK WITH
FINANCE THAT
FUNDING IS
AVAILABLE**



AGREE A START DATE