

Interview for the apprenticeship programme with my employer and academic team.

**1.
Interview**

**2.
Aptem**

Activate my Aptem account and complete all eligibility questions. Upload evidence of Maths, English, ID and a CV.

Complete the University of Suffolk online application form (this will be emailed to you by the Apprenticeship Administrator)

**3.
University
Application**

Via Teams, meet with a member of the academic team and a Practice Educator to discuss my Training Plan and Skills Analysis.

**5.
Onboarding**

**6.
Initial
Assessment**

**7.
Signing
Documents**





TOP TIPS FOR GETTING ORGANISED!

CHECKLIST

To prepare you for your interviews and the onboarding process, it can be useful to get organised with everything you will need.

This could include:

- A copy of your CV. If this needs to be updated or you need to create a CV. have a look [here](#) to help you.
- Provide your GCSE Grade C/4 and above / Functional Skills Level 2 certificates for Maths and English.
- Provide certificates for all qualifications achieved.
- If you are an overseas student and you need to have your qualifications compared to UK equivalent, please apply for an [ENIC statement of comparability](#)
- Review the Knowledge, skills, and behaviours for your standard ready for discussion (this will be sent to you prior the onboarding interviews)

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