

Appendix A – Process Overview

This is an overview of the apprenticeship process. For detail and guidance, click on the links to access the relevant sections of the apprenticeship toolkit. You should also review the [Staff Apprenticeship Policy](#), and the [Recruitment Toolkit](#), and the [CDR process and paperwork](#).

This toolkit is in development. If you have questions, comments or feedback, please contact HR.Learning@lse.ac.uk

Stage 1 – Opportunity: when might you consider an apprenticeship

- New job or employee
- Existing employee development (discussed during [CDR](#))
- When skills gap identified
- As part of LSE's [OL offerings](#)

Stage 2 – Selection: confirming all the elements of a successful apprenticeship

- Suitable post
- Approved programme
- Suitable employee
- Registered apprenticeship training provider (ATP)

Stage 3 – Starting the apprenticeship: confirming expectations, paperwork, systems and data

- Confirming the apprenticeship course details
- Agreeing end goals
- Assessment of prior learning
- Signing all required paperwork
- Setting up systems and recording data

Stage 4 – Managing the apprenticeship: communication, issue identification and levy arrangements

- Ongoing communication between the employee and their manager
- Frequent communication between the employee, manager, and tutor
- Regular communication between the ATP and the School
- Identifying and managing issues
- Tracking levy spend

Stage 5 – Completing the apprenticeship: finishing the programme and passing End Point Assessment

- Successful completion of the apprenticeship programme
- Successfully passing End Point Assessment
- Obtaining any additional qualifications / memberships
- Next steps