Onboarding Process

University of Kent

Stage 1

Employer & University

Suitability Discussion.

The Business Development Team at the University of Kent will meet with the employer to confirm that the role is suitable for the chosen standard, that the entry requirements have been met for the chosen apprentice and to confirm the suitability of the chosen route.

Stage 2

Applicant

Application submission.

You, the apprentice, will have received links to process your application through two University systems – Kent Vision and Aptem. Please complete these and submit them as soon as possible.

Ensure you, the Applicant, upload your passport or birth certificate / driving license plus national insurance card and all qualification certificates including Maths and English.

(replacement certificates can be ordered by visiting this link https://www.gov.uk/replacement-exam-certificate).

If you are awaiting results, please submit them to the email below as soon as available but ensure you input full details of the current course/s currently being studied or/and those already taken on your application form.

Any queries regarding prior qualification queries and/or if you require reasonable adjustments to help you with our onboarding process – contact us on apprenticeshiponboarding@kent.ac.uk.

Stage 3

University

Apprenticeship Eligibility Checks Begin

UoK will review the application and confirm eligibility for apprenticeship funding. If eligibility is confirmed and minimum entry requirements for the apprenticeship route have been met, then a link to enrol on your chosen apprenticeship will be emailed via Aptem.

Stage 4

Applicant

Aptem Enrolment

You, the apprentice, will have received a link to enrol via Aptem on your chosen apprenticeship. Your information from your initial application will have pulled through. You will need to check this is complete, complete your skills scan, complete your initial needs assessment and sign compliance documentation (Training Plan, Apprenticeship Agreement and ILP document). These will automatically generate once the enrolment link has been completed.

Onboarding Process

Stage 5

Signing of Training Plan, Apprenticeship Agreement & Eligibility Review
Employer

The Line Manager, Apprenticeship Lead or nominated person within the employer's organisation must counter sign compliance documentation in Aptem prior to enrolment.
Apprentice signs first in Stage 4, then it will transfer over to the employer's Aptem account.

Stage 6

Completion of Framework Agreement
Employer

Where we do not have an active or valid Agreement in place, this will be sent to you, the Employer, via email.
Any queries regarding the contractual arrangements, contact our contracts team on GIIcontracts@kent.ac.uk.

Stage 7

Completion of Contract for Services (The DAS account)
Employer

This will be sent to you, the Employer via email, which requires you to confirm your DAS Cohort Reference and set up of any Reserved Funds (as appropriate). You will be required to confirm your DAS Account has been set up for the apprentice.

Stage 8

Apprenticeship eligibility checks concluded
University

All checks finalised by Apprenticeship Onboarding Team. Any outstanding information will be followed up with individual parties. Missing or incomplete information will prevent enrolment.

Stage 9

Offer made via Kent Vision.
Applicant

You, the Applicant, must complete tasks on 'Getting Started' email to enable access to internal resources/systems before starting on programme.