

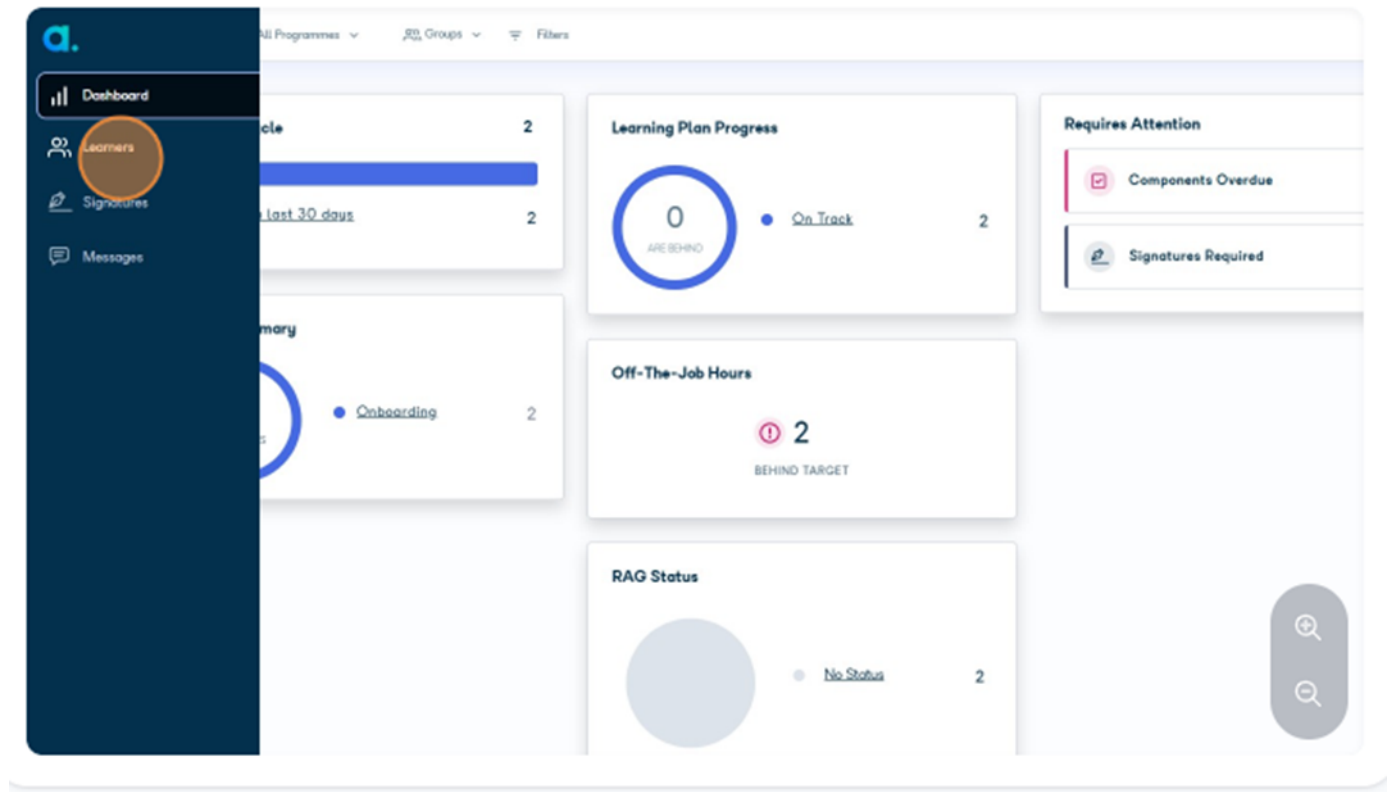
WE STAND FOR AMBITION.

University of
Kent

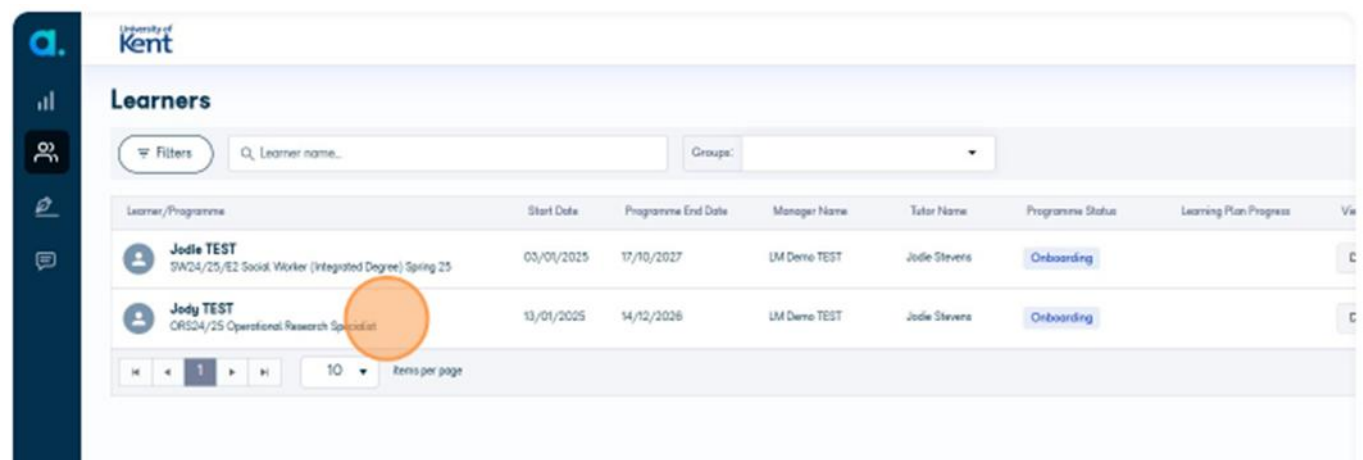
Line Manager guide to completing an Eligibility Review in Aptem



1. Log into your Aptem Account - this will open on your dashboard.
2. Click "Learners" and select an apprentice to complete the eligibility review for:



3. Click on the selected learner



4. Click "Reviews" at the top of the page

University of Kent Jody TEST Dashboard

Reviews | Documents | Skills Radar | Call

Profile: Jody TEST, ORS24/25 Operational Research Specialist, Onboarding

Employer: Test Onboarding Employer
Manager: UM Demo TEST
ULN: 999999999

Progress: Operational Research Specialist Standard [V1.0 Oct.2021] (Level 7) **On-Track** 0%

Requires Attention:

- Components Overdue: 2
- Signatures Required: 2

Learning Plan Components:

- Target: 2
- Completed Against Target: 0
- Completed Ahead of Target: 0
- Submitted for Marking: 0
- Total Remaining: 58

Off-The-Job Hours:

Target: 535h, Submitted: 0h, Completed: 0h, Forecast: 673h

NUMBER OVERDUE: 2
TOTAL COMPLETED: 0

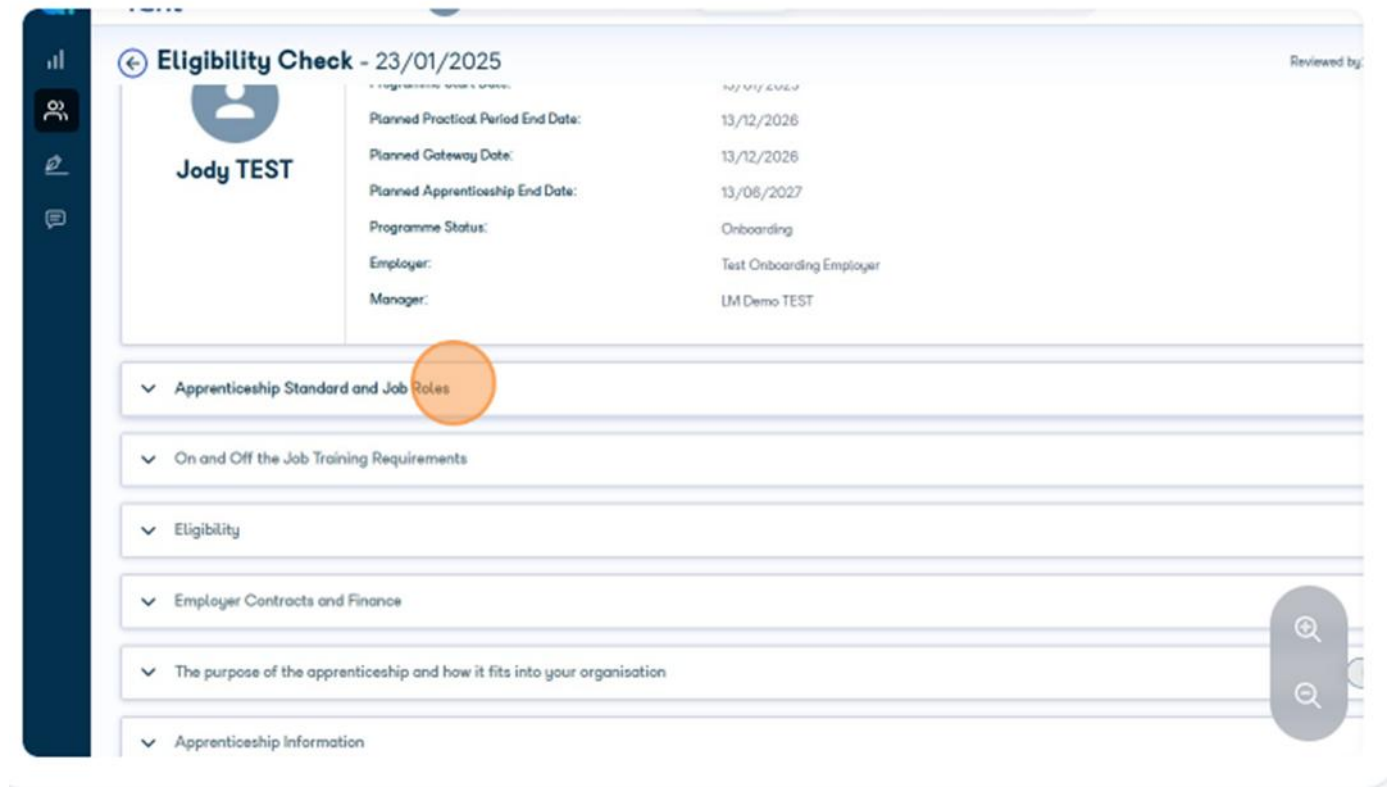
5. Click "View" for the eligibility review (this may be on page 2)

| Review | NAME | DATE | STATUS |
|------------------|---------------|-------------|---------------|
| nticeship Review | Jodie Stevens | 12 May 2025 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 Aug 2025 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 Nov 2025 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 Feb 2026 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 May 2026 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 Aug 2026 | Not Scheduled |
| nticeship Review | Jodie Stevens | 12 Nov 2026 | Not Scheduled |
| y Review | Jodie Stevens | 12 Feb 2025 | Not Scheduled |
| y Check | Jodie Stevens | | In Progress |

1 10 Items per page 1 - 10 of 10

View

6. Read all sections, down to 'The purpose of the apprenticeship and how it fits into your organisation'



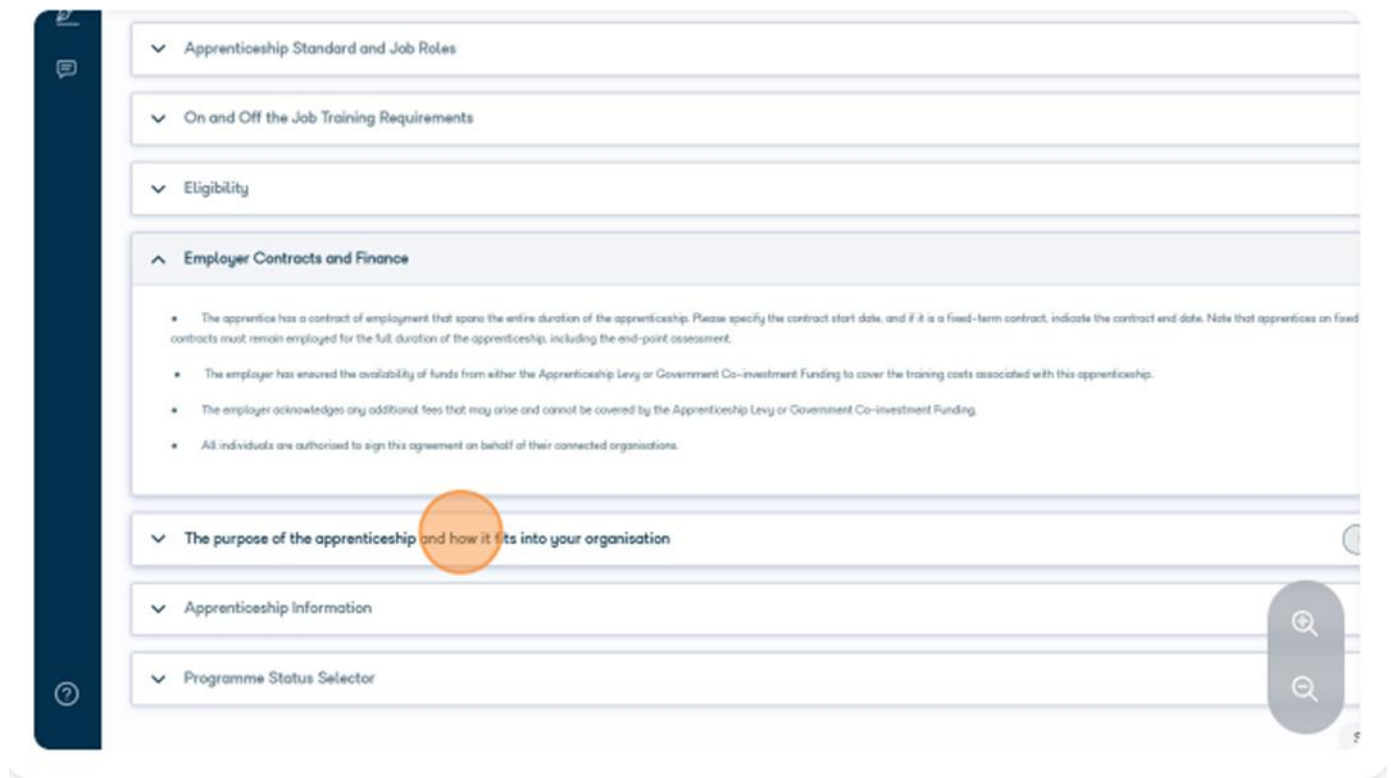
Eligibility Check - 23/01/2025 Reviewed by:

Jody TEST

| | |
|------------------------------------|--------------------------|
| Planned Practical Period End Date: | 13/12/2026 |
| Planned Gateway Date: | 13/12/2026 |
| Planned Apprenticeship End Date: | 13/06/2027 |
| Programme Status: | Onboarding |
| Employer: | Test Onboarding Employer |
| Manager: | LM Demo TEST |

- Apprenticeship Standard and Job Roles
- On and Off the Job Training Requirements
- Eligibility
- Employer Contracts and Finance
- The purpose of the apprenticeship and how it fits into your organisation
- Apprenticeship Information

7. Click "The purpose of the apprenticeship and how it fits into your organisation"



- Apprenticeship Standard and Job Roles
- On and Off the Job Training Requirements
- Eligibility
- Employer Contracts and Finance
 - The apprentice has a contract of employment that spans the entire duration of the apprenticeship. Please specify the contract start date, and if it is a fixed-term contract, indicate the contract end date. Note that apprentices on fixed contracts must remain employed for the full duration of the apprenticeship, including the end-point assessment.
 - The employer has ensured the availability of funds from either the Apprenticeship Levy or Government Co-investment Funding to cover the training costs associated with this apprenticeship.
 - The employer acknowledges any additional fees that may arise and cannot be covered by the Apprenticeship Levy or Government Co-investment Funding.
 - All individuals are authorised to sign this agreement on behalf of their connected organisations.
- The purpose of the apprenticeship and how it fits into your organisation
- Apprenticeship Information
- Programme Status Selector

8. Click the "Yes" or 'No' field as applicable in this section

← **Eligibility Check - 23/01/2025** Reviewed by:

✓ Eligibility

✓ Employer Contracts and Finance

^ The purpose of the apprenticeship and how it fits into your organisation

Please confirm that you have reviewed the knowledge, skills and behaviours required by this apprentice standard and are satisfied that the job role will enable the apprentice to meet these outcomes *

☒ Yes ☐ No

Please confirm you agree to the overall fee being payable from the Apprenticeship Levy or by Government Co-investment funding. Other costs not covered by Levy or Co-investment funding include travel and accommodation to the yearly residential induction, as well as travel to in-person teaching sessions. *

☒ Yes ☐ No

Please confirm that you have received details of the delivery method and off the job hours requirement and that you agree to this *

☒ Yes ☐ No

Please confirm that you agree to employ the apprentice for the duration of their practical training plus EPA period *

☒ Yes ☐ No

9. Click "Save"

Employer Contracts and Finance

The purpose of the apprenticeship and how it fits into your organisation Incomplete

Please confirm that you have reviewed the knowledge, skills and behaviours required by this apprentice standard and are satisfied that the job role will enable the apprentice to meet these outcomes *

☒ Yes ☐ No

Please confirm you agree to the overall fee being payable from the Apprenticeship Levy or by Government Co-investment funding. Other costs not covered by Levy or Co-investment funding include travel and accommodation to the yearly residential induction, as well as travel to in-person teaching sessions. *

☒ Yes ☐ No

Please confirm that you have received details of the delivery method and off the job hours requirement and that you agree to this *

☒ Yes ☐ No

Please confirm that you agree to employ the apprentice for the duration of their practical training plus EPA period *

☒ Yes ☐ No

Cancel Save

10. Click "Save and Close"

Employer Contracts and Finance

The purpose of the apprenticeship and how it fits into your organisation
Completed

Apprenticeship Information

his apprenticeship follows the Level 7 Operational Research Specialist Standard. On successful completion of the apprenticeship, learners will gain an Apprenticeship Award. Upon completion the apprentice can opt to complete their business analytics research report to gain an MSc in Business Analytics.

he maximum funding for this apprenticeship is £14,000, which can be covered by the Apprenticeship Levy or by government co-investment. Other costs to be considered that are not covered by levy or government funding are travel and accommodation at the two residential in-person sessions (one in year 1 and one in year 2).

he structure of the programme is 2 modules per term, with lectures and seminars weekly on a Monday (9am – 5pm), plus private study time and assignments. There is also the need to attend 2 x 2-day in-person teaching sessions (one per year, usually in January) to support online learning. These will take place at the Canterbury campus of the University of Kent. All of these sessions contribute to off-the-job learning. Apprentices should be supported in the workplace by their line manager to achieve their on-the-job learning. Apprentices (and line managers where possible) are also required to attend meetings with a dedicated Apprenticeship Advisor every 10-12 weeks.

he duration of the apprenticeship will be two and a half years, including the end-point assessment.

pprentices enrolling on this programme are expected to have a good honours degree from the UK or an equivalent internationally recognised qualification. Consideration will be given for those applicants who hold relevant work experience in place of formal first degree. Applicants also need to hold a GCSE in English and maths at grade 4 (C grade) or equivalent. Evidence of certificates will be required at enrolment.

pprentices are supported by an Apprenticeship Advisor who meets with them every 8-12 weeks to undertake progress reviews and line managers are invited to attend these. Apprentices should be supported in the work place by their line manager and an optional workplace mentor.

lobal and Lifelong learning will arrange line manager training after the apprentice induction. Employers will also be invited to employer voice forums throughout the duration of the programme.

Programme Status Selector
Incomplete
Save and Close



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University of
Kent