

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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