Skills for Work

SBD Team engagement with Learner and Employer and start paperwork process.

**Aprox month before start date:**

BDO and BE Manager meet to discuss potential starts.

BE Manager informs IQA of starts names and informs tutors of number of potential starts for each subject for the next month.

Tutors confirm cohort start dates to BD Team and IQA

**3 Weeks before start date:**

BD Team complete paperwork with learner and employer – learner file stays in pipeline folder.

BD Team forward names of confirmed starts for this month to BE Manager and IQA.

BE Manager allocates tutor and tutor is informed of learner and file location.

Tutor completes ITP – Tutor informs IQA that ITP is complete using email format created by V Lawton

**Up to 7 days after cohort start date**

Tutor informs BE Manager, IQA and BD Team that learner has actually started on expected start date. If the learner has not started on the actual start date the Tutor explains why this is and what further actions have been taken. BD Team will chase up any non-starters with employers and adjust any paperwork if necessary, ensuring learners and employers are informed.

IQA to update all trackers with actual start and exp end dates

**Week before next upload**

IQA informs Admin of all Apprentices who have started in the period. Admin enrol learner onto Evolutive and move learner file from pipeline folder to live folder.

**Aprox 8 weeks after Start Date**

IQA will register Apprentices with AO and inform Admin when this has taken place. Admin will update Evolutive.

Reviewed 27 02 23 draft

Final by March 7th 23