

# Apprenticeships



**Chelmsford College**

## **Employer Guide to Apprenticeship Onboarding & Enrolment**

# About this Guide

**Congratulations on selecting your apprentice.**

**This guide explains the onboarding and enrolment process from the point at which an apprentice has been recruited through to their official enrolment on programme.**

**Chelmsford College will support you throughout every stage to ensure a smooth, compliant and successful start to the apprenticeship.**



# Step 1



## Confirming Apprentice Details

Once you have recruited an apprentice or identified an existing employee for an apprenticeship programme, we will begin the onboarding process.

### What WE do

- ✓ Confirm apprenticeship eligibility
- ✓ Allocate a Work Based Tutor
- ✓ Confirm the apprenticeship standard and planned start date
- ✓ Begin preparation of onboarding documentation
- ✓ Send initial e-enrolment form to apprentice for completion

### What YOU need to do

- ☐ Confirm apprentice's details (name, contact details)
- ☐ Confirm employment details
- ☐ Confirm the apprentice's start date
- ☐ Provide any information requested by the College

The information can be provided to us in this online form;

*Matched Apprentice Form*

# Step 2



## Apprenticeship Service Account

Before enrolment can take place, employers must have an Apprenticeship Service account.

### What YOU need to do

- ☐ Create or access your Apprenticeship Service account
- ☐ Add Chelmsford College as your training provider
- ☐ Approve funding arrangements where required

### Helpful Resource

[Creating an account on the National Apprenticeship Service](#)

If you require support with your Apprenticeship Service account, our team will be happy to assist.

# Step 3



## Apprentice Onboarding Activities

The apprentice will complete several onboarding activities before enrolment.

### **APPRENTICE responsibilities**

- ☐ Complete an e-application form
- ☐ Provide identification and eligibility evidence
- ☐ Complete a Skills Scan self-assessment
- ☐ Complete English and Maths initial assessments

### **What WE do**

- ✓ Review eligibility evidence
- ✓ Confirm funding compliance
- ✓ Prepare enrolment documentation
- ✓ Carry out required compliance checks

# Step 4



## Digital Onboarding Through EASE

Chelmsford College uses our Electronic Apprenticeship Sign-Up and Enrolment System (EASE) to manage onboarding electronically.

### What WE do

- ✓ Create the apprentice's onboarding record
- ✓ Prepare apprenticeship documentation
- ✓ Upload agreements and required forms
- ✓ Monitor onboarding progress

### What YOU need to do

When prompted, log into EASE to:

- ☐ Review apprentice details
- ☐ Review onboarding documentation
- ☐ Complete any required employer approvals
- ☐ Sign documents electronically

### EASE User Guide

For a guide to our EASE electronic enrolment and onboarding platform, please open the attached document: Prompt completion of any required approvals will help prevent delays to enrolment.



EASE - Employer  
User Guide.pdf

# Step 5



## Employer Sign-Off

During onboarding, certain documents may require employer review and approval.

### **YOUR responsibilities**

- ☐ Monitor emails from EASE/Chelmsford College
- ☐ Review documentation promptly
- ☐ Complete all requested signatures
- ☐ Respond to any queries or amendment requests

Timely completion of these actions helps ensure the apprentice can start as planned.

# Step 6



## Preparing for Programme Start

Before the planned start date, all onboarding activity must be completed.

### What WE do

- ✓ Complete compliance reviews
- ✓ Complete funding checks
- ✓ Confirm readiness for enrolment

### What YOU need to do

- ☐ Ensure all documentation has been reviewed and signed
- ☐ Confirm the agreed apprenticeship start date
- ☐ Ensure the apprentice is available for first-day onboarding activities

Your Work Based Tutor will confirm final arrangements ahead of the proposed apprenticeship start date.



## First Day Requirements

### Important Funding and Compliance Requirement

On the apprentice's agreed start date, they must complete their **First Learning Activity** to officially begin their apprenticeship programme.

#### Required actions

- ✓ Apprentice signatures completed
- ✓ Employer signatures completed
- ✓ College signatures completed
- ✓ First Learning Activity completed
- ✓ All onboarding and enrolment documentation completed and returned by the agreed start date

Where outstanding documents remain, all required signatures must be completed on the programme start date.

#### Why this is important

Failure to complete these actions could:

- ✗ Delay enrolment
- ✗ Impact funding compliance
- ✗ Require documents to be reissued and signed again

# Step 8



## Final Apprenticeship Service Approval

Before enrolment can be completed, employers must undertake one final action.

**You will receive an automated email from the Apprenticeship Service requesting that you log in and approve the apprentice record. This approval confirms the apprenticeship details and allows the enrolment process to be finalised.**

### **EMPLOYER responsibilities**

- ☐ Log into your Apprenticeship Service account
- ☐ Review the apprenticeship details
- ☐ Approve the apprentice record



**Enrolment cannot be completed until this approval has been provided.**

# Step 9



## Apprentice Enrolment Complete

Congratulations!

### AT THIS STAGE:

- ✓ All onboarding checks have been completed
- ✓ Funding has been confirmed
- ✓ The apprentice is fully enrolled
- ✓ Learning and workplace development activities can begin

**Your Work Based Tutor will continue to support both you and your apprentice throughout the programme.**

# Onboarding Journey



## At a Glance

### STAGE 1 – PREPARATION

- Apprentice details confirmed
- Start date agreed
- Apprenticeship Service account established

### STAGE 2 – ONBOARDING

- Apprentice application completed
- Compliance checks completed
- EASE documentation issued
- Employer approvals completed

### STAGE 3 – ENROLMENT

- First Learning Activity completed
- Final Apprenticeship Service approval
- Apprentice officially enrolled

# Need Help?



## Accessing EASE

If you experience any issues accessing the EASE system, please contact the IT Services Helpdesk:

 **01245 265611 EXT. 3424**

 **ithelpdesk@chelmsford.ac.uk**

## Apprenticeship Enquiries

For any questions relating to apprentice onboarding, enrolment, funding, or apprenticeship programmes, please contact the Apprenticeships Team:

 **01245 265611 EXT. 3439**

 **apprenticeships@chelmsford.ac.uk**

# Notes



# Notes





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**Scan to  
visit our  
social media**



**01245 29 30 31   [www.chelmsford.ac.uk](http://www.chelmsford.ac.uk)**

## Our Campuses

**Moulsham Street Campus - Chelmsford CM2 0JQ**

**Princes Road Campus - Chelmsford CM2 9DE**