

# Employer's journey

to an apprenticeship programme with the University of Greenwich  
Take your next step. Email us today at [apprenticeships@greenwich.ac.uk](mailto:apprenticeships@greenwich.ac.uk).

We realise how busy you are, so our team will be here to help make sure you meet your responsibilities as quickly and efficiently as possible.

Discover more

1

## 1. Identify your business needs

Begin by looking closely at your current workforce and assess where an apprenticeship could help fill skills gaps and support your business strategies. Our team can help you with this, as we have years of experience you can call upon.

2

## 2. Plan and research

Speak to our team about how apprenticeships could help your business. We can discuss:

- What apprenticeships are
- How they are funded and how you can strategically use your Apprenticeship Levy to gain the most value
- How they work in practice
- The apprenticeship standards we offer and the programmes they are mapped to.

4

## 4. Coordinate with our team

As a trusted partner, we will help you recruit the right apprentice for you and promote the programme to learners. We will offer you comprehensive and ongoing support to meet your needs and help ensure each apprenticeship succeeds.

From the start of their programme, we will outline the apprenticeship standard the apprentice is expected to meet. We will use this as the basis for planning their training and learning.

We will also explain how we will work with you during the apprenticeship programme and end-point assessment.

3

## 3. Recruit

Start to recruit the best candidates for your apprenticeship. This can include both new and current employees. Our team can help advise you on this process.

5

## 5. Fulfil your responsibilities as an employer

We will support you to fully engage with the programme and meet your responsibilities as an employer. You must:

- Provide the apprentice with a genuine job
- Pay them a fair wage that is at least consistent with the law
- Make sure they work with experienced staff
- Allocate them a workplace mentor
- Ensure they learn job-specific skills
- Give them protected off-the-job training during their normal working hours and pay them for it
- Make sure they can access all aspects of the apprenticeship standard they are studying
- Attend 12 weekly progress reviews
- Engage with the training provider on your apprentice's progress throughout the programme
- Regularly review the apprentice's progress through feedback and formal reviews
- Make sure apprentices are ready for their end-point assessment.

Why should my business consider a University of Greenwich apprenticeship programme?



Our apprenticeships allow you to train and retain high-quality employees who can drive your business forward.

By enrolling an apprentice on a nationally accredited programme with us, you will:

1. Grow and retain your own talent, upskilling where you need it most
2. Supercharge your business – employers who offer apprenticeships can significantly increase their productivity and innovation
3. Shape your business's future with tailored training
4. Use your Apprenticeship Levy and reduce your recruitment costs
5. Equip apprentices with the knowledge, skills and behaviours needed to do their job successfully
6. Boost your industry reputation as a forward-thinking employer and make your business even more attractive to job seekers
7. Be confident that apprentices are studying at an award-winning university with world-class facilities
8. Diversify your team and drive positive social mobility.

We will act as a trusted partner to help you recruit the right apprentice and promote the programme to learners. We will offer you comprehensive and ongoing support to meet your needs and help ensure each apprentice succeeds.