

## Contracting & enrolment guide for JGA apprenticeships

### Step 1: Contracting

This first step formalises the agreement between you as the employer and the JGA Group as the apprenticeship training provider:

- **Service Agreement:** A legally binding agreement between the employer and the JGA Group setting out the terms and conditions agreed by both parties. We will need you as the employer to sign the document and provide your registered company name, company number, and registered office address.
- **Health and safety checklist:** All SMEs will be asked to complete a one page health and safety, insurance, and risk assessment document.
- We will ask you to provide the **email address associated with the management of your Apprenticeship Service account** (also known as Digital Apprenticeship Service or DAS).
- **Confirmation of employment terms:** We will require an email confirming each learner's:
  - full name
  - contracted working hours
  - contract type and duration.

For fixed term contracts, we will need confirmation that the contract will cover the duration of the apprenticeship programme, as a minimum.

### Step 2: Eligibility

This step confirms apprentices are suitable for the programme.

- **Functional Skills** (if applicable)
  - Apprentices aged **16-18** at the start of their apprenticeship require level 2 qualifications in both English and maths to complete their apprenticeship. They will be asked to provide evidence of GCSEs in these subjects at A\*-C or 4-9 (or an equivalent qualification) to be exempt. Otherwise, they will need to complete a Functional Skills qualification, with classes and resources provided.
  - Learners aged 19 or over who do not already hold a Level 2 qualification in English and/or maths have the option to work towards a Functional Skills Level 2 qualification. They should speak directly with their employer to explore their options.

### Line Manager / Employer Tasks

- **Job description(s):** We ask you to share JDs so we can ensure the learner will have the exposure to apply the learning needed to meet the apprenticeship standard criteria.

- **Skill scan (for learners in role 6+ months):** Line managers also complete the learner's skills scan to give us a balanced view of their ability and help us confirm whether a sufficient development gap exists.

## Learner Tasks

- **Application form:** A link to an online application form is sent out to each learner to confirm eligibility, capture qualification details, and identify any relevant prior learning. As part of this process, they will be asked to provide ID documentation (e.g. passport or birth certificate, and visa or settled status documents where applicable).
- **CV/Work history:** This provides an overview of the learner's career progression and personal development journey and helps us carry out an additional eligibility check.
- **Skill scan:** Each learner will score their current knowledge, skills and behaviours in their chosen vocational area. For learners who have been in role for 6 months, **their line manager will also add their scores.**
- **Functional skills assessment/diagnostic:** Learners will complete an online English and maths assessment to give an up-to-date view of their current skill levels and identify any additional support required.
- **Neurodiversity screening:** All learners will complete a support needs analysis screener via our specialist partner, Support Connect. This helps identify any additional support requirements early on. Invitations are sent directly by Support Connect.
- **Information, Advice & Guidance (IAG) conversation:** Each learner will complete an IAG form, followed by an impartial discussion with a qualified IAG professional to:
  - 1) Confirm the learner's personal and professional development objectives align with the chosen apprenticeship
  - 2) Ensure they fully understand the programme, the commitment involved, and the benefits
  - 3) Discuss any disclosed health considerations
  - 4) Provide an opportunity to raise questions or concerns

## Step 3: Enrolment

Once the learner has been confirmed as suitable for the programme, a first day of learning will be agreed.

- **First seminar:** Invitations will be sent to all learners, and line managers are welcome to attend.
- **Apprenticeship Agreement:** To be signed by both the learner and their line manager. It confirms individual employment arrangements between the learner and the employer.
- **Training Plan:** Summarises the learner's programme schedule, roles and responsibilities, and the funding arrangements for the apprenticeship. It must be

signed by the learner, line manager, and JGA prior to start, with all parties keeping a current signed and dated copy.

### **Workplace Development Plan meeting**

A meeting will be arranged between the line manager and the JGA skills team shortly after the apprentice starts to agree:

1. How the apprenticeship training and relevant employer-led learning opportunities will combine into an integrated, work-based development plan
2. How the employer will structure the apprentice's role to ensure they have sufficient time to complete their apprenticeship learning (referred to as off-the-job training) within working hours
3. How JGA and the employer will work together to support the apprentice throughout the programme

It is a key tool used to tailor the apprenticeship to both the needs of the learner and the organisation. It is reviewed regularly throughout the programme.

### **Additional Learning Support**

Where additional learning support needs are identified during onboarding or at any stage of the programme, learners are supported by our Progress Advisors and may be referred to our specialist partner, Support Connect.

Support Connect provide a comprehensive package of support for a wide range of needs or challenges that may impact learning. This can include 1-to-1 support, mentoring, and access to assistive technology such as specialist software and equipment.

This support is provided at no additional cost to your organisation.