

Thank you for choosing to train your employees with Cavity Training. We are excited you've chosen us, and we are looking forward to working with you to take your team and organisation to the next level.

### WHAT'S HAPPENS NEXT?

Before we begin your programme, there are some actions required to ensure the onboarding process is completed correctly and that all legal requirements are met. This protects the interests of all parties involved – you, the apprentice and us.

This document explains the next steps which need to be completed before the programme can begin. We will be in touch shortly to schedule the meetings and to discuss your specific requirements. Our Onboarding Staff will contact your apprentice to complete any paperwork.

Ideally, this should be a stress-free experience for both you and your employees. If you have any questions or feedback or need support, please don't hesitate to contact us. We're proud of our tailored, personal approach and we want you to think of us as members of your extended team.

We look forward to working with you and your organisation.

Yours Faithfully



SHARON NORMAN  
COMPANY DIRECTOR  
CAVITY TRAINING  
TEL: 01182078696

[sharon@cavitytraining.co.uk](mailto:sharon@cavitytraining.co.uk) [www.cavitytraining.co.uk](http://www.cavitytraining.co.uk)

### APPRENTICE DETAILS

We may have asked you to provide the contact details of the employee who will complete their apprenticeship. This enables us to provide initial advice, complete guidance checks and confirm eligibility.

### APPRENTICESHIP CONTRACT

A contract needs to be signed between both parties which includes all legal requirements, payment schedules, costs and apprenticeship pathways. During the onboarding we will discuss existing skills and previous qualifications/learning. If an apprentice can demonstrate specific skills/knowledge which are normally taught within the programme, their pathway may be adapted, and the total programme cost reduced. This will be discussed and confirmed during the onboarding process.

### APPRENTICESHIP CONTRACT

If you are an SME, an application form needs to be completed by you. This enables us to provide initial advice, complete guidance checks and confirm eligibility.

### FUNDING

Reserving funds is an action that must be undertaken by an employer before we can recruit an apprentice or confirm a programme start date with an existing employee. To this, the DAS needs to be created or Cavity Training added as a provider (see instructions on the next page).

### LEVY-FUNDING

Levy employers will need to use the [Digital Apprenticeship Service](#) to set up, or add into an existing cohort, employee details for funding. Upon completion of both steps, a cohort reference will be generated. The UKPRN number required is 10089621

Once the cohort reference and ERN have been completed, please contact us.

**Please note:** Funding cannot be secured without an ERN number. In effect most employers who have a PAYE account with HMRC must have an ERN number so HMRC can ensure they are complying with HMRC PAYE rules. It is also how ESFA ensures that an employer is eligible for funding for apprentices and enables the employer to pay the training provider. Please use the following [link for guidance](#)

### NON-LEVY FUNDING

In order to secure the non-levy contribution (and access the 95% funding) you need to set up as Digital Apprentice Service (DAS) account.

Visit the [Digital Apprenticeship Service](#) website and set up an account.

This is a fairly straightforward process.

You will need your PAYE details to complete the process.

### Enter your PAYE scheme details

Enter your accounts office reference number and employer PAYE scheme reference. These details will be checked against the Pensions Regulator.

Accounts office reference number

For example, 123PA12345678

Employer PAYE scheme reference

For example, 123/AB12345

[Continue](#) [Skip this step for now](#)

**\*\*Details on whether you are a Levy or Non-Levy funding employer can be found here - <https://www.gov.uk/guidance/pay-apprenticeship-levy>**

### ONCE YOUR ACCOUNT IS SET UP, PLEASE COMPLETE THE FOLLOWING:

- Scroll down to Your Training Provider under apprenticeships:
- Click on 'add training provider'
- Type in 10089621 (our UKPRN)
- Click Yes to add Cavity Dental Training Ltd then continue
- Click return to your training providers
- Click set permissions
- Add Apprentice details (optional)
- Create Recruitment ads (optional)

#### Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

#### Apprentices

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

#### Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

#### Your training providers

Add training providers and manage permissions to choose what they can do on your behalf.

#### Find apprenticeship training

Search for apprenticeships and see details of approved providers who can deliver the training.

### THE APPRENTICESHIP PATHWAY INCLUDES:

#### ON PROGRAMME QUALIFICATION.

The Apprenticeship may include an on-programme qualification which needs to be completed prior to the end of the programme. This will be discussed during the induction meeting.

#### FUNCTIONAL SKILLS

All our Apprenticeship pathways require Functional Skills English and Maths qualifications at Level 2. Some programmes also require Information Computer Technology (ICT), these will be annotated in the learning plan. During induction, apprentices need to provide certificates of their qualifications (i.e. GCSE certificates) and will be advised about exemptions. If prior attainment cannot be ascertained, then the qualifications may need to be completed.

#### OFF THE JOB TRAINING

This is a space specifically allocated for the purpose of training. It can be in or near to the actual workplace and it is where employees are required to learn the skills and get well equipped with the tools and techniques to be used 'on the job'.

## END POINT ASSESSMENT (EPA)

Apprentices complete an end-point assessment (EPA) to complete their qualification. The EPA is designed to test whether each apprentice has gained the skills, knowledge and behaviours outlined in the standard, and to grade each learner according to their performance. The EPA replaces the previous method of continual assessment throughout the course. When an apprentice is ready to take the EPA, the employer will put them forward for the assessment. Each EPA is different, so the requirements for each assessment is laid out in the apprenticeship standard. At any point, should you have any concerns, please don't hesitate to discuss these with the team.

## EMPLOYER INDUCTION

While the funding/DAS process is being completed you will be contacted to complete the employer induction. This includes:

### Discussing and completing the Role Suitability Forms

The Role Suitability forms look at the role of your apprentice against the standard and double checks the programme is the right fit for your employee and organisation. The End Point Assessment (EPA) process will be explained, and you will be asked to benchmark your apprentice against specific knowledge, skills and behaviours. This is used to work out the specifics of the programme and to adjust or reduce the total price of the programme, as necessary.

### Introduction to the programme

We will explain more about what to expect and how to support your employee, including invites issued to OneFile, the online e-learning portal where you can follow the progress of your apprentice and sign paperwork.

### Delivery planning

A member of the sector team will discuss the programme and teaching delivery of the apprenticeship. This is one of the most important elements of the programme preparation and it is what sets us apart from many other training providers. We will work with you to adapt teaching to your specific organisational needs in line with business objectives. This could include contextualising specific sessions, using your templated materials or focusing on activities specific to your work environment. Ahead of this session, you may like to review our policies as you can use this meeting to discuss any questions or concerns you may have. All details can be found on our [website](http://www.cavitytraining.co.uk).

## APPRENTICE INDUCTION

Whilst your employer onboarding takes place, our onboarding team will contact your apprentice to complete their paperwork. Our onboarding process consists of your employee completing the following initial elements :

- Application form providing evidence of English and Math Qualifications
- English and Math initial Assessment – conducted through an online platform
- Skills Scan- this assessment requires the employee to grade themselves against the Knowledge Skills and Behaviours aligned with the relevant apprenticeship standard.

You can access the standards for all apprenticeships by clicking [here](#).

## Recognised Prior Learning Evaluation

Once your employee has successfully completed the initial onboarding elements, one of our trained Learning and Skills Tutors will schedule a teams call with yourself and your employee to discuss their application and skills scan. The purpose of the meeting is to ensure that all parties agree that an Apprenticeship course is the most suitable for the employee, based on their overall application and Skills Scan.

It will cover:

- Learners Eligibility
- Recognised Prior Learning
- Putting together an individualised Training Plan
- Total Negotiated Funding Prices and what this means for you as the employer

## Confirmation of Completed Application

At the end of the RPL meeting, final onboarding agreements will be sent for signing to both the apprentice and employer. This must be completed before the start date of the programme.

## Accepting the DAS

Once completed, and the apprentice has been uploaded onto the DAS, you will receive notification from the service to 'accept the apprentice'. Please log in and accept this as the course cannot start until the apprentice has been confirmed on the system.

## Start Date

Once the agreed start date has been established, apprentices and employers will receive a welcome email the day before, confirming the start date, details of who their Learning and Skills Coach, details of our Health and Wellbeing Team and course timetable.

**We hope that this onboarding guide provides you with all the information needed to ensure that your employees onboarding process runs as smoothly as possible. If you do require any further assistance, please don't hesitate to contact us on 0118 4023 790.**