Pre-apprenticeship checklist

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| Apprentice(s) name if applicable at this stage |  | | |
| Apprenticeship standard |  | Level |  |

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| **Documents provided by employer to London Metropolitan University** | Completed  Y/N | Checked by(office use only): |

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| Employer to send job description |  |  |
| Completed ERN form, if this is the first time taking on an apprentice |  |  |
| Employer to complete health and safety form self declaration |  |  |
| Employer to provide a valid public liability insurance certificate (copy) |  |  |
| Employer to provide contract, including salary and working hours (must be a minimum of 30 hours per week). If they cannot provide this, a completed apprenticeship agreement plan would suffice. See section below. |  |  |
| **Documents provided by London Metropolitan University to employer** | Completed  Y/N | Checked by(office use only): |
| Employer contract between employer and London Metropolitan University |  |  |
| Commitment statement – commitment between provider, employer and apprentice |  |  |
| Employer cash incentive form (if you have recruited an apprentice who is 16 to 18 years old or has an EHCP plan). |  |  |
| Apprenticeship agreement plan – template provided. |  |  |
| APTEM login and user guide |  |  |