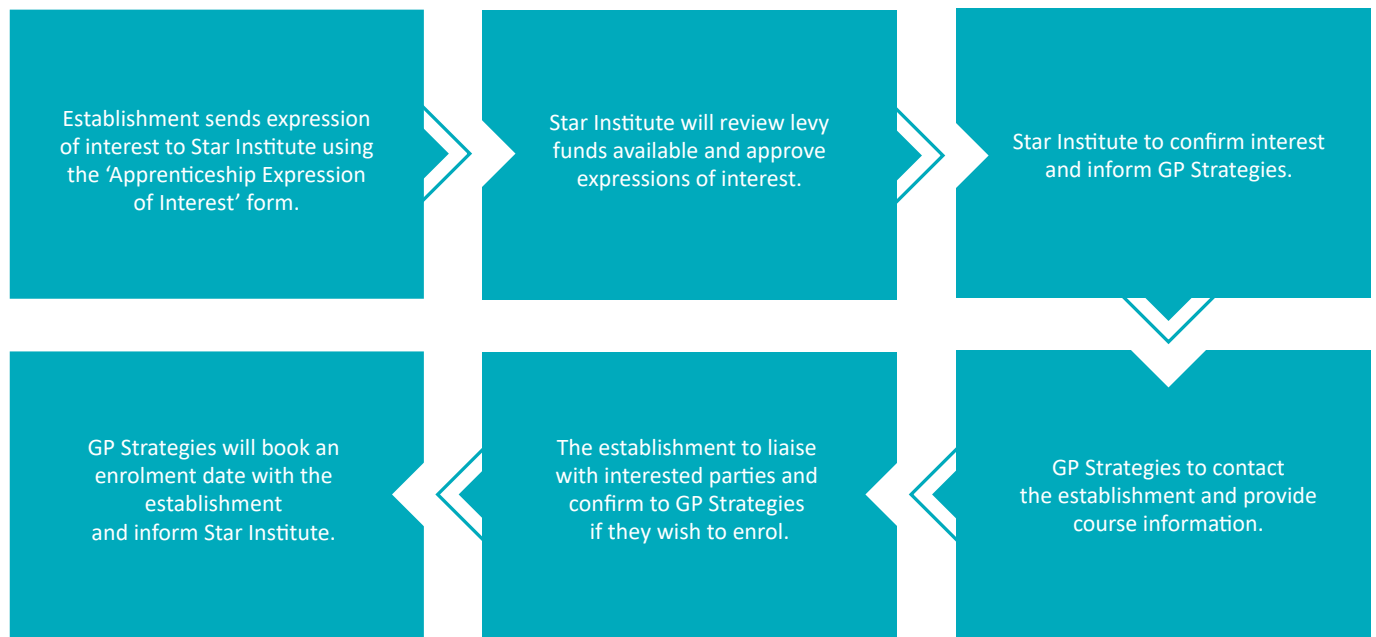




PROCESS FOR EXISTING EMPLOYEES WHO WISH TO ACCESS APPRENTICESHIP PROFESSIONAL DEVELOPMENT

An Expression of Interest form must be completed and approved prior to commencing this process.



KEY SUBMISSION DATES

You must submit one expression of interest form per establishment before the following dates:

31st October:

31st January:

30th April:

The majority of the activity should happen during the application window. However, some ad-hoc activity outside the window may be supported in exceptional circumstances. Establishments should contact Star Institute in the first instance.

IMPORTANT INFORMATION FOR EXISTING EMPLOYEES

- Must be in a role that matches an existing and approved apprenticeship and have successfully completed their probationary period.
- Must have a contract of employment that lasts for at least the duration of the course.
- Employees completing an apprenticeship must evidence that they have spent 20% of their working time completing relevant training or development activities that link to their apprenticeship.