

Onboarding Process

As part of our onboarding process, each apprentice will undergo a number of checks and assessments. These are vital to ensure that the apprentice gets the relevant support needed, and it helps us understand their Recognised Prior Learning (RPL) which can stop them repeating any modules they already achieved in other training.

1



Application Form



Gathering information to check your eligibility for Apprenticeship Funding and to help us tailor the programme to your individual needs and goals.

2



Eligibility Check



Fareport will review the information you've provided to ensure you meet the minimum criteria outlined in the Apprenticeship Funding Rules.

3



Eligibility Confirmation & Initial Assessment



If eligible, you will be invited to complete mandatory Initial Assessments in Maths & English. If any learning support needs are identified application, a trainer may contact you to discuss them further. We may offer additional screening to ensure your course is suitably planned and supported. If you do not meet the requirements, we will inform you and explain the reasons why.

4



Trainer Contact



A trainer will contact you & your line manager to arrange a meeting. You will be asked to complete a Training Needs Assessment (TNA) to identify your strengths & development areas within the Apprenticeship.

5



Meet the Trainer



Meet with your trainer to finalise your Training Agreement and review your TNA. This ensures the Apprenticeship aligns with your role and supports your professional development.

6



Final Approval



All required documentation will be reviewed by our compliance team. Once approved, your Apprenticeship programme will be fully set up and ready to begin.

