**Apprenticeship Onboarding – Learner Checklist**

Getting started on your apprenticeship is an exciting time, but there are some important steps you must take before enrolment and onboarding. To help get your apprenticeship journey off to a flying start, we've summarised everything you need to do in a handy checklist below. You should also expect a calendar invite from our Onboarding Team to confirm the date and time of your Onboarding Session, which will officially enrol you onto the apprenticeship.

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| --- | --- | --- | --- | --- |
| **ACTION** | **WHY** | **HOW** | **WHEN** | **COMPLETED** |
| Complete and submit **Eligibility Form**. | We want to make sure we can support you throughout your apprenticeship and none of the details you provided at the recruitment stage have changed. | Access the document via email invite sent from SignNow. | Prior to Onboarding Session. | [ ]  |
| Complete Maths and English **Initial Assessments** and **both diagnostics.** | These are arequirement for the apprenticeship. We use the results to provide personalised resources that will help you develop in the areas you need most. They must be complete by all learners regardless of prior qualifications. | Login details sent via email directly from BKSB. | Prior to Onboarding Session. | [ ]  |
| Attend **Skills Scan Call** with one of our Programme Delivery Coordinators. | This is a 30-minute Teams call to run through the Skills Scan document, to identify your starting point for the apprenticeship. This call must go ahead in order to proceed further with your apprenticeship enrolment. | One of our Programme Delivery Coordinators will contact you to arrange a date and time. | Prior to Onboarding Session. | [ ]  |
| Review, sign and submit **Training Plan** document. | The Training Plan outlines how Baltic will support the achievement of the apprenticeship, planned content and schedule for training. This includes what is expected and offered by you, your employer and Baltic. | Access the document via email invite sent from SignNow. | After Skills Scan call has been attended. | [ ]  |
| Create a **My Apprenticeship Account.** | You will receive an email invitation from the government to join the My Apprenticeship Service. You'll need to create an account, review your details and confirm that they are correct. You can use this service to understand what's expected of you and your employer during the apprenticeship and find additional support and information. | Follow instructions in the email from GOV.UK. | After Onboarding Session. | [ ]  |