The Guernsey Apprenticeship

Guernsey College of further education — Part of THE GUERNSEY INSTITUTE

How to become an Apprentice Employer

The College	The Employer	The Apprentice		
	Complete the **Employer Registration Form** online and send through the supporting documents as requested		Employer Registration	-------Pre-apprenticeship-------
A **Written Agreement of Services** contract is emailed to the Employer for signing using the Adobe Sign software				
	The Employer **Recruits an Apprentice** to the business (The College can help by advertising any available positions on its website)			
		Apprentice completes the **Enrolment Form** online	Enrolment	
	The Employer applies for **Funding Support** online for their apprentice if necessary		Funding Support	
The college accepts or rejects the application for Funding Support and sends out a **Funding Support Agreement** using the Adobe Sign software				
A **workplace visit** is conducted by the college to go through the course programme schedule(s) and complete further employer checks			Workplace visit & Apprenticeship Agreement	-Start-
An **Apprenticeship Agreement** is sent via email for signing by all 3 parties (and the parent/guardian if the apprentice under 18 years old when starting their apprenticeship				
Reviews and comments on apprentices will be made visible to employers on the ProPortal college site. This will include comments about: - Attendance and punctuality - Employer engagement - Praise and achievement - Assessment - Personal tutor comments - Cause for concern			Reviews and apprentice comments	-Duration-

----------Apprenticeship complete----------

on successful completion of all qualifications as detailed in the Apprenticeship Agreement