Sheffield Hallam University

HALLAM ACADEMIC AWARD
APPLICATION PROCESS

Line management discussion regarding potential development needs

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Applicant completes the apprenticeship application form via the online application system

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BESE will review the application form to determine eligibility

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BESE emails the application form to specialistroutes@shu.ac.uk

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Specialist routes sends offer letter to applicant confirming next steps

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Apprentice will receive login details to MaytasHub to complete the online skills scan

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Apprentice will be contacted by a Work Based Learning Coach to arrange the suitability discussion

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Apprentice, Employer (line manager), and provider (work based learning coach) sign the commitment statement electronically via MaytasHub

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Apprentice and Employer (line manager) sign the apprenticeship agreement electronically via MaytasHub

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Applicant accepts offer

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Applicant sends acceptance letter to specialistroutes@shu.ac.uk

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Specialist routes process the application and set the apprentice up on SiTs

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BESE process the commitment statement and apprenticeship agreement and set the apprentice up on IFL

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Apprentice enrols