Colleague (or setting) identifies an apprenticeship / apprenticeship unit to enhance knowledge, skills, development and growth in current role.

Line manager agrees to explore the possibility?

Yes

Line manager to communicate with HT/CPD lead in school lead to discuss colleague request.
*Self study /initiative evidenced ?

HT/CPD lead agreement?

Colleague to complete an Apex Development Centre Expression of Interest form

Apex Staff Development team screens application and passes to training provider

Training provider contacts colleague to arrange an information, advice and guidance call (link help)

Provider sends colleague: Application Form

Does colleague meet eligibility criteria for both the provider and Apex Trust? Trust Apprenticeship agreement signed

Yes **No**

Apprentice onboarding with training provider

Training provider start date agreed and set with line manager

Apprentice commits to completion of course

No

Line manager to outline reasons for this and work with colleague to signpost to internal CPD and self-directed development (N. College/ Apex CPD centre)

Colleague agrees with decision?

No

Colleague to email c.atherton@apex-trust.org who will impartially evaluate the request with Apex

Yes **No**

Colleague has backing to proceed?

Outcome to be sent to colleague detailing rationale, alternative development opportunities and, if applicable, a review date.

Apex
COLLABORATIVE TRUST