Apprenticeship Units Learner Journey

Welcome
Keep an eye on your inbox for your welcome email from the Units Onboarding team explaining expectations and next steps

Initial Careers, Education, Information, Advice, and Guidance (CEIAG)
A video call will be scheduled to explore your motivations and aspirations for your chosen Apprenticeship Unit and check that you are eligible for funding

Enrolment Call
The Units Onboarding team will book a video call with you and your manager to confirm your personal details, training plan, live event dates and ID verification

Live Event Schedule Issued
This will be sent to you and your manager via email and outlines the dates and times for your live training events

Virtual Live Event Week
30-hours of online live sessions, usually delivered over 5 days, ending with a skills test

Upload Learning Evidence to Bud
Upload your learning evidence to the Bud platform after each day or scheduled session

Mandatory Skills Test
This will be completed at the end of your scheduled learning, and you will be required to upload your results to Bud

Customer Evaluations
Your feedback matters to us and you will be asked to provide feedback at the end of the Apprenticeship Unit

Qualification Achieved
Sign your training plan to confirm you've attended and completed your skills test before receiving your certification via Bud.

Success Stories
QA may be in touch to see if you'd be willing to share your achievement via a Learner Success Story

Digital Learning Advisor (DLA) Support : Chat live via Bud with DLAs from 9am to 5.30pm Monday – Thursday and 9am – 4pm Fridays. *Technical queries should be directed towards your tutor during live events*

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