Apprenticeship application process

1. Review Apprenticeships

Explore Options

Research available apprenticeships via the BPN website and choose one

2. Line Manager Support

Gain Approval

Discuss with your line manager and secure their support. This will be your 'key contact'

3. LA Permission

Obtain LA Sign-off

Find out who signs off apprenticeships at your LA and follow LA's specific apprenticeship approval process (BPN can support with this)

4. Online Application

Submit Application

Complete and submit your online application via the BPN website. BPN Apprenticeship Team screen the application

5. Funding secured

Funding confirmation

BPN funding team contacts your LA and secures funding

6. Enrolment call

Enrolment call

You attend an enrolment call with a BPN coordinator

7. Contracts

Contracts signed

You and your employer are sent contracts to sign to ensure you are able to start the apprenticeship

8. First Day of Learning

Start apprenticeship

If all requirements are met, and contracts signed, you attend a First Day of Learning to begin the apprenticeship programme

Best Practice Network

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