

Employer Onboarding Process

The table below shows all required steps for Employers. Use the checklist on the left hand side to keep track of the steps required

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DNA will provide links. For reference, the Apprenticeship Service can be found here:

<https://www.gov.uk/sign-in-apprenticeship-service-account>

Checklist for completion (in order)

Requirement	Description	Platform
<input type="checkbox"/> 1 Sign Employer Framework Agreement	Digital signature by an authorised Company Director or Partner	DocuSign
<input type="checkbox"/> 2 Complete Employer Onboarding Form	Complete and submit online form, including document upload of complete & valid: <ol style="list-style-type: none"> 1. Health and Safety Policy 2. Employers Liability Insurance Certificate 3. CQC Inspection Certificate 	DNA Maytas Hub
<input type="checkbox"/> 3 Create account on the Government Apprenticeship Service	You'll need a GOV.UK One Login to set up or access an account. You can create one in the service using a work email address.	Apprenticeship Service
<input type="checkbox"/> 4 Grant Permission to DNA Apprenticeship Service	You must select "YES" when asked to grant permissions. DNA is listed under our Course Director's name: DR ELAINE ANNE MUSTOE	Apprenticeship Service
<input type="checkbox"/> 5 Sign the Apprenticeship Agreement	This confirms the specific dates, training plan and requirements for each apprentice. Both you and your apprentice must sign this agreement. DNA will countersign.	DNA Maytas Hub
<input type="checkbox"/> 6 Pay any required Co-Investment and Top-Up Fees	Any fees will be specified in the Apprenticeship Agreement. A payment link will be provided, which must be completed at least 48 hours before the apprentice Start Date.	DNA Website (payment link provided via email)
<input type="checkbox"/> 7 Approve apprentice details on Apprenticeship Service	DNA will add your apprentice to the Service Portal. You will receive an email requesting that you approve the apprentice to start.	Apprenticeship Service
<input type="checkbox"/> 8 Apprentice to provide confirmation on Apprenticeship Service	Your approval (above) is sent to the apprentice who must then provide their own confirmation.	Apprenticeship Service
<input type="checkbox"/> 9 DNA website login/password received (must begin induction on the Apprentice Start Date)	At the induction meeting with our Engagement Manager on the Apprentice Start Date, the apprentice's login/password will be provided. This concludes the onboarding process and the apprentice is now active.	DNA Website (password provided in Initial Meeting)