

## Application Process for Schools: New Recruits

### Prior to recruitment

Complete the Schools' Expression of Interest Form and return a copy to [nccapprenticeships@norfolk.gov.uk](mailto:nccapprenticeships@norfolk.gov.uk) for approval.



### Recruit as usual

The NCC Apprenticeships Team may be able to support the vacancy advertising and share job description templates.



### When appointed

Complete the Information Gathering Form and return a copy to [nccapprenticeships@norfolk.gov.uk](mailto:nccapprenticeships@norfolk.gov.uk)



The NCC Apprenticeships Team will forward the apprentice's details to the training provider and arrange the apprenticeship funding via NCC's digital account (DAS).

## Application Process for Schools: Existing Employees

### **Your existing employee has a CPD requirement**

Contact the NCC Apprenticeships Team via [nccapprenticeships@norfolk.gov.uk](mailto:nccapprenticeships@norfolk.gov.uk) for advice.



### **Employee has identified a suitable apprenticeship**

Complete the Schools' Expression of Interest Form and return a copy to [nccapprenticeships@norfolk.gov.uk](mailto:nccapprenticeships@norfolk.gov.uk) for approval.



### **Request successful**

The NCC Apprenticeships Team will confirm when the request has been authorised and will send any required sign up paperwork for completion.



The NCC Apprenticeships Team will forward the apprentice's details to the training provider and arrange the apprenticeship funding via NCC's digital account (DAS). The training provider will make direct contact with the apprentice and their manager/mentor.