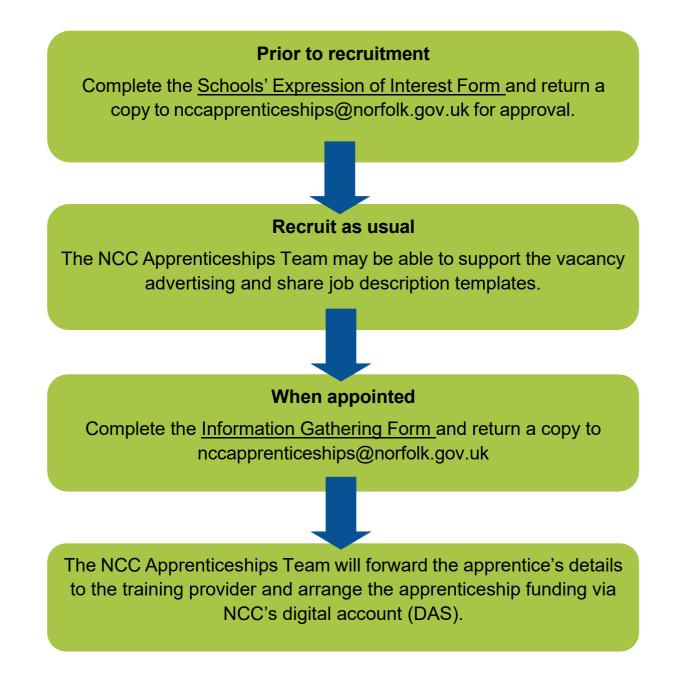




# Application Process for Schools: New Recruits



If you have any questions or require further information, please contact the NCC Apprenticeships Team at nccapprenticeships@norfolk.gov.uk — we will be happy to help!





## Application Process for Schools: Existing Employees

#### Your existing employee has a CPD requirement

Contact the NCC Apprenticeships Team via nccapprenticeships@norfolk.gov.uk for advice.

### Employee has identified a suitable apprenticeship

Complete the <u>Schools' Expression of Interest Form</u> and return a copy to 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.

If you have any questions or require further information, please contact the NCC Apprenticeships Team at nccapprenticeships@norfolk.gov.uk — we will be happy to help!