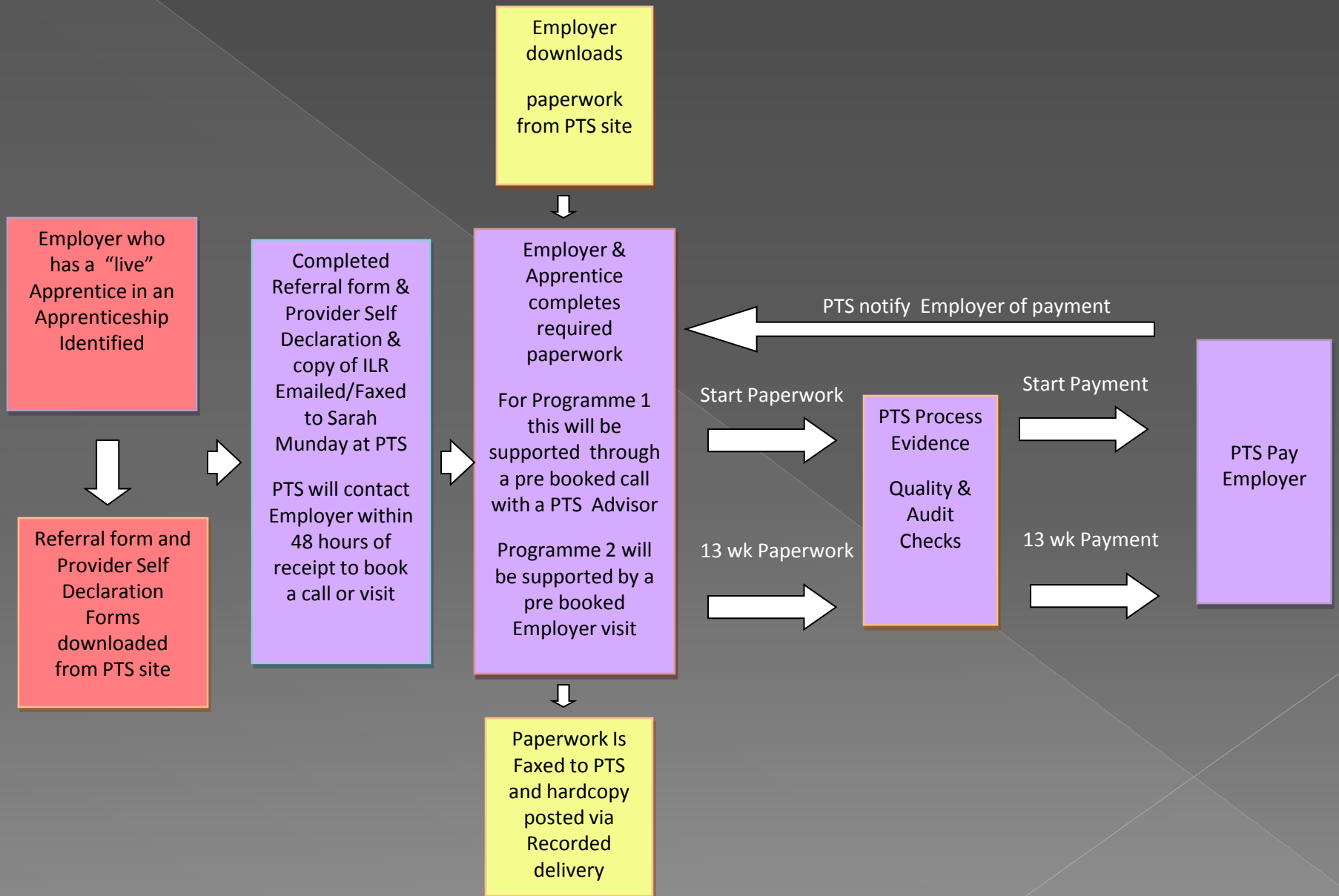


Process overview



Paperwork is available from the PTS website. To start the process for all programmes the following are required :-

- **Referral form & Provider Self Declaration checklist**
- **COPY OF APPRENTICESHIP ILR**

For programme 1 Employers will be contacted by telephone to support their completion of the following paperwork . Note –if you wish to support the employer in completing this next set of forms prior to our advisor's call please feel free to do so.

Employer forms are:-

Deminimus
Start Letter
BACs form

Programme 2 referrals will all receive an employer visit where our advisor will complete the above paperwork along with negotiating an enhanced activity plan to support the Apprentice into sustainable employment. Enhanced activity will be unique for each Apprentice (IAG) but may include activity such as CV writing, Job Search signposting etc .

After the 13 week period TEAIS advisors will make contact with providers to check that the Apprentice is still on programme. They will then contact the Employer with an email reminder/ telephone call to request the final set of forms to release second payment.

- **Employer Attendance record confirming apprentice is still with them**
- **Attendance & payment record signed by Apprentice & employer**

All forms need to reach PTS by 22nd of each month to ensure payment in the first week of the following month. Paperwork received after the 22nd will be processed the following month. To protect personal data we recommend all paperwork is posted to us by recorded delivery