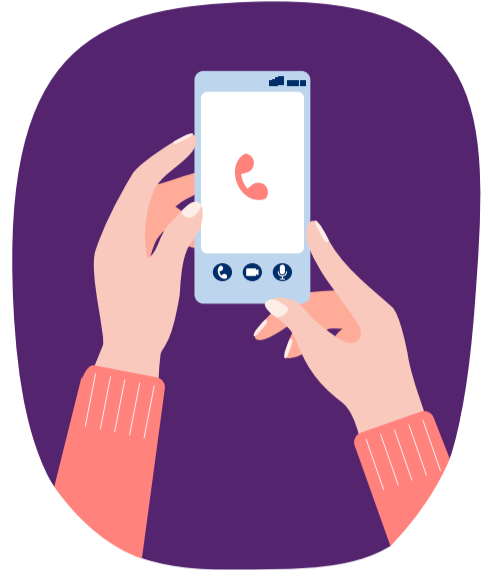


NURSING ASSOCIATE APPLICATION PROCESS FOR EMPLOYERS

The purpose of the application process is to establish that the employer, apprentice and programme are eligible for apprenticeship funding. Please refer to our webpage dedicated to applications for information on deadlines and DfE eligibility requirements available [here](#). Academic entry requirements are published on dedicated apprenticeship course pages. The application process includes several steps, decision points and deadlines.

STEP ONE

ARRANGE A CALL with one of our Business Development Managers to discuss your training needs, suitable apprenticeships and the responsibilities of an employer whilst your apprentice is on programme.



STEP TWO

PROVIDE US WITH THE DETAILS we need about your organisation and your apprentice(s) so that we can perform our eligibility checks which also include **criteria for selecting employer partners**. We'll ask you to complete Employer Information Request (EIR) forms so that you can provide this information and we will ask you to submit the apprentice's job description and a copy of your current employer liability insurance certificate.

DECISION POINT

The University will review the EIR forms and confirm if the application can progress.

STEP THREE

THE APPRENTICE will submit an application and their academic qualifications which will be checked against the academic entry criteria and DfE funding eligibility entry criteria advertised on westminster.ac.uk.

DECISION POINT

Apprentices will be rejected or their application will progress to the next stage.

STEP FOUR

THE APPRENTICE will be invited to Aptem (online apprenticeships platform) to continue their application by completing:

- the ILR and Extended ILR form
- a Skills Radar and
- an Initial Assessment in English and Maths

The DfE funding eligibility and the duration of the apprenticeship, along with the fees, will be determined based on the outcome of the application in Aptem.

STEP FIVE

APPLICANTS who meet the shortlisting criteria will be invited to an in-person interview which assesses whether they demonstrate the values, behaviours, and academic potential required to meet Nursing and Midwifery Council (NMC) standards.



DECISION POINT

Apprentice is made an unconditional offer if the academic and DfE funding eligibility requirements are met. Apprentices should accept the offer. Applicant is made a conditional offer if the applicant is pending qualifications, if the applicant achieves the necessary UCAS points on results day, their offer becomes unconditional.

STEP SIX

THE UNIVERSITY WILL issue the:

- Outcome of the Initial Assessment
- Training Plan
- Apprenticeship Agreement and the
- Training Agreement

All documents must be fully signed before 18th September 2026. We encourage you to sign all three documents as soon as they are issued.

STEP SEVEN

ALL FUNDING for the apprenticeship is managed through the Digital Apprenticeship Service (DAS) account so if you haven't done so already, you will need to **create a DAS account** [here](#). We can provide support and guidance for this, if required. The deadline to send a cohort request in the DAS is 4th September 2026. You will be asked for the University's UKPRN which is: 10007165. **You can find further guidance on the DAS** [here](#).

STEP EIGHT

APPRENTICES must complete the enrolment task prior to induction week. This includes providing confirmation that they have initiated the process of obtaining a recent DBS check and Occupational Health clearance.

RELATED POLICIES

- Admissions Policy
- Initial Assessment and RPL process (apprenticeships)

CONTACT INFORMATION

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