



Employer Partnerships Office

# Apprenticeship induction documentation checklist

Ver. June 2023

To be eligible for an apprenticeship, the apprentice must satisfy the requirements of the ESFA funding rules. In order to reach this, please find the below checklist of documents that your Apprenticeship Coach, Apprenticeships and Employer Engagement Manager or Course Leader must see during induction before apprenticeship course commencement:

Document	Please specify actual document type seen	Seen by UEL staff member		UEL staff member signature	Date
		Yes	No		
Photographic ID		Yes	No		
English Exemption Certificate		Yes	No		
Maths Exemption Certificate		Yes	No		
Residency Document (inc. expiry date and last 4 digits of the ID)		Yes	No		