

Kaplan Apprenticeship

Getting started



Application and enrollment stage

Your journey starts with selecting the right course and then completing an Application form

This will be checked and if correct you will then be sent by email:

A Commitment Statement and Apprenticeship Agreement sent to you and your manager via this email address (kaplan@ipegs.co.uk) within the next 5 working days

You will be asked to open the links and sign the form electronically, it will be pre-populated for you apart from your signature.

We strongly advise you using the face stamp option for signing. (using the camera on your phone, tablet or laptop).

Please ensure you have completed all of the boxes that are not pre-populated, as incomplete forms will not be processed.

If you are unable to locate the email within 5 working days please notify us via this [short form](#). Please firstly check your spam or junk mail folder.

MyKapApp – your apprenticeship portal

Log-in details to our portal will have been emailed to you from noreply@kaplan.cgkpivot.com

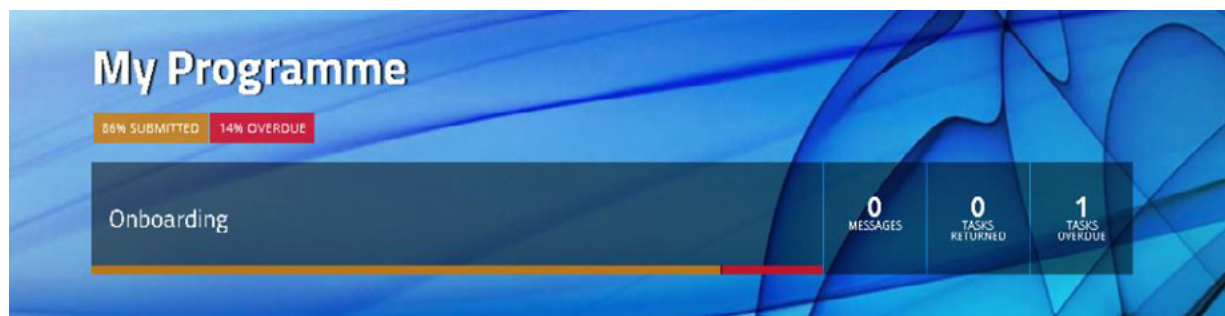
If you are unable to locate this email, please firstly check your spam folder, if the email is not there please notify us via this [short form](#). You will have access to MyKapApp only when your completed paperwork has been returned from you and your manager.

To access MyKapApp click [here](#).

In the home page you will see a selection of boxes, you need to go into Launch My Programme - to do this click on 'Onboarding'

This will list all of the information you need to complete for this Onboarding phase. Only when this is completed are you deemed as having been enrolled and 'on programme'.

This link to a helpful video will also guide you through it [Onboarding Course in MyKapApp](#)



Inside Onboarding

<Return to My Programme

Onboarding

Select the coloured boxes below to filter by task status.

SHOW ALL 86% SUBMITTED 14% OVERDUE

Pre course work	Registration	Start your learning	Introduction to Assistant Accountant (AAT) Apprenticeship Standard	
	DUE DATE: 27 Mar 19			
Induction	Functional Skills Assessment	Health and Safety	Equality and Diversity	Safeguarding, Prevent, British Values
		DUE DATE: 01 Mar 19	DUE DATE: 01 Mar 19	DUE DATE: 01 Mar 19

You need to focus primarily on the **Pre-course work**

Registration

You will have been sent your paperwork via iPegs which should have been signed and returned by you and your manager. When all of the onboarding process has been completed your paperwork will be loaded into this section.

You do not need to wait until these documents appear on the system before proceeding.

Start Your Learning

You will be asked to set objectives for your learning and complete a personal development plan. Your results will be discussed with you later in the Onboarding phase.

Introduction to Standard

Inside Onboarding You need to focus primarily on the **Pre-course work**

- **Programme Guide**

If this is included in your module, please read this, it will also be sent with your welcome email and will give details of what is included in your apprenticeship programme.

- **Apprenticeship Standard & Assessment Plan**

You will find links to your Apprenticeship Standard and Assessment Plan which you are working towards within your apprenticeship. It is important that you read these and keep the documents as a reference throughout your journey.

If you have already completed this prior to your enrolment then you do not need to do it again, if not please complete. This is used to determine the learning you will need to complete on your apprenticeship programme and your results will be discussed with you later on in the Onboarding phase.

When the above is complete you will be emailed from a member of our Onboarding team to book a telephone call to discuss your apprenticeship in more detail and ensure you are fully ready for your programme. **If you are an Accountancy Level 7 apprentice your Onboarding call will be carried out directly with your Talent Coach.**

In the meantime you can start work on the Induction which can also be found in the Onboarding course. **These include:**

Health and Safety, British Values, Safeguarding, and; Functional Skills Assessment:

You will need to complete this short assessment in English and maths. The link provided within the module will take you to an external system to complete the assessment. Once completed, you should upload your results within the MyKapApp module and submit for review.

All apprentices must undertake an assessment of their English and maths skills, regardless of exemptions. This assessment enables us to tailor your learning materials and provide specialist support as required.

Exemptions to Maths and English

If you have GCSE Certificates for Maths and English Grade C or above, you may notify Kaplan via the message function in MyKapApp and you will be allocated a 'Functional Skills Exemptions Evidence' module where you will be asked to upload your certificates for review. Whilst you will still need to complete the Functional Skills Assessment, if you have the relevant grades you will be exempt from any further exams.

After your onboarding call is completed and your submitted work is verified you will be allocated a Talent Coach who will contact you to book your first review. Your Talent Coach will conduct a review with you every quarter or every 6 months, dependent on the Apprenticeship Standard you are completing (the frequency of these meetings will be discussed at your first review).

Registration with Professional bodies

If you are doing an Accountancy and Tax Apprenticeship please ensure you register with your required Accountancy Institute so that when you are ready you can sit exams. You will also need to check any exemptions you may have.

We will book you on your first technical learning unit, i.e. AAT, CII so you can make a start with your learning even if you have not spoken to a Talent Coach.

Training Log

You should also start to record your learning activities as soon as you start your apprenticeship, this will help you during your regular reviews with your Talent Coach and in preparation for your End-Point Assessment.

Record your learning here

A training log template is located within your MyKapaApp homepage and is designed for you to add in new learning linked to the Knowledge, Skills & Behaviours outlined in your Apprenticeship Standard. It is very important for you to log the new learning you do, how it relates to your apprenticeship and a learning outcome.

Alternatively you may use your professional bodies' online training log/file if relevant, or your employer may provide something similar you can use instead of the template provided- just check with your Talent Coach that what you have will be suitable.

If you have any queries regarding your apprenticeship you can contact:

studentservices@kaplan.co.uk and your query will be sent to the relevant department for resolution. Please state the purpose of your email in the subject title, for example; MyKapApp, Ipegs, Talent Coach etc so the right team can respond.

