



Enrolment guide

Learner

Supported by
National
Apprenticeship
Service



Welcome to Paragon Skills!

Thank you for choosing Paragon Skills for your apprenticeship, you're in great hands. This guide will take you through your enrolment process, so you know what to expect and what you're required to do, we're here to help you along the way.

There are a few steps you need to take before you can get started on your apprenticeship, we need to gather some information about you, your past qualifications and get you set up on the relevant systems. This is important to make sure we can get you started as quickly and as smoothly as possible.

If you need any support please contact justask@pgon.co.uk

Let's get started!

There are three simple steps to your enrolment:

1

Registration in Bud

2

**Complete Initial Assessments
in maths and English**

3

**Attend an enrolment meeting
with your line manager and Personal Tutor**

Registration in Bud

You'll receive an email from **notifications@bud.co.uk**, inviting you to register for your apprenticeship.

Registration takes around 10 minutes to complete, you'll need to complete this within 2 days of receiving your invitation email To register you'll need your:



**National Insurance
number**

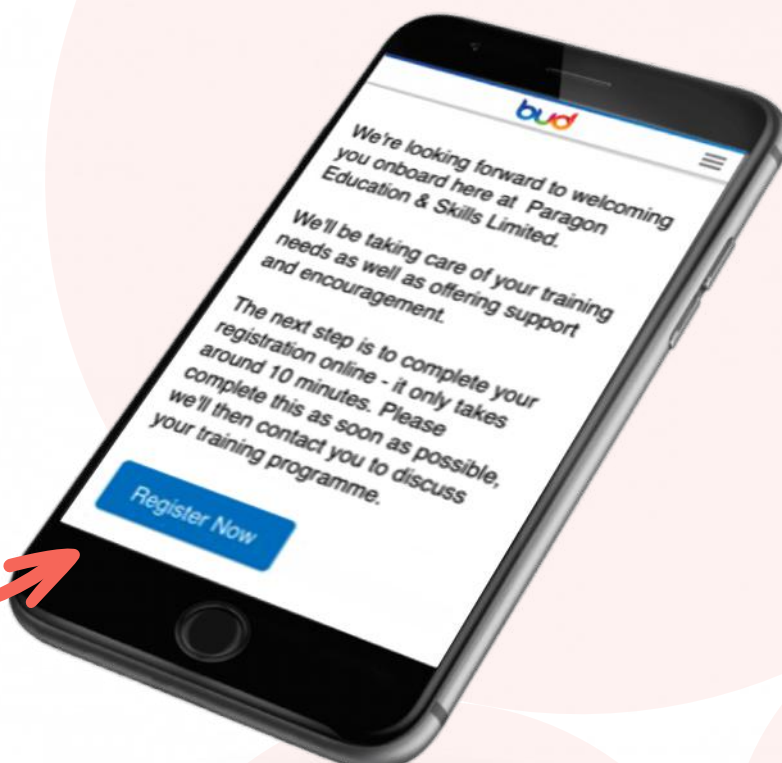


**Photo ID that carries
your date of birth**



**Copies of your
previous
qualification
certificates,
particularly
maths and English**

Click on the **'register now'** button to go through to Bud and set up a secure password – please save this password so you can easily access Bud throughout your training programme.



Personal info

Click on “my applications” to update your personal information such as:

Date of birth

**National
Insurance
number**

Address

Next of kin

This information helps us apply for your funding from the Education and Skills Funding Agency (ESFA). Apprenticeships are funded in different ways depending on the size of the organisation you are employed by.

However the apprenticeship is funded you, as the learner, will not be required to make any contribution. You need to update your registration providing us with information to share with the ESFA to allow them to allocate the funding, accordingly.

Top tip

You will find your National Insurance number on your payslip, it is a 9 character code, such as AB 12 30 07 C.

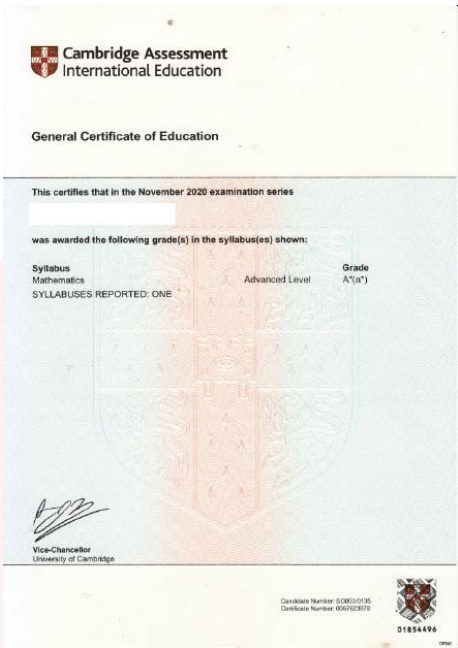
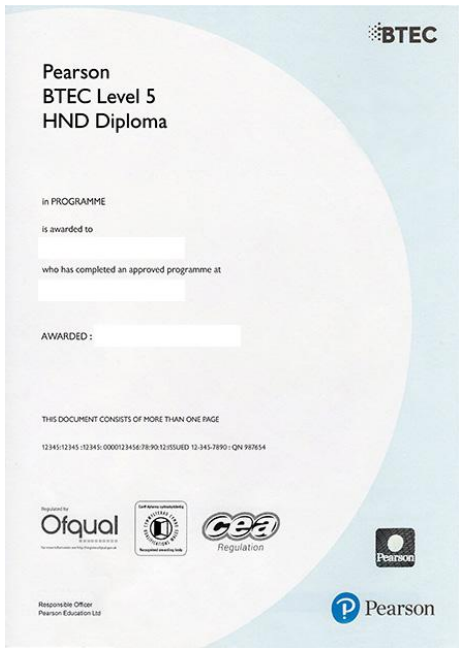


Qualifications

You'll be asked to evidence your previous qualifications to ensure you are matched with the right level apprenticeship.

If you've achieved an maths or English GCSE grade C/4 or above (or equivalent) and can evidence this, you'll not be required to complete Functional Skills as part of your apprenticeship. You'll still be required to develop your maths and English throughout your programme but will not be required to complete an assessment.

Photos



Please take photos of your qualification certificates to support any exemptions and upload when prompted. We'll need to see any maths and English certificates and any qualifications similar to those you'll be studying, e.g. if you are completing a Health & Social Care apprenticeship and you have achieved a GCSE / BTEC in this subject, please upload a photo.

If you're required to complete Functional Skills, we have dedicated Functional Skills Tutors who will support you along the way.

Funding information

You will be asked to provide a few details to double check you are eligible for an apprenticeship, which is required to receive funding. You must be:

Aged 16 or over

Not currently in education

Lived in the UK for the last 3 years

We may require further evidence to support your application, such as right to work documentation so please select the option which best applies to your situation.

ID

You'll be asked to upload a copy/photo of your photo ID. This can be a passport or driver's license, which carries your date of birth. Rest assured this is a secure platform and your ID will be deleted afterwards.



Support information

We're committed to supporting you through your apprenticeship and we have a dedicated learning support team, so please tell us about any learning difficulties or support requirements you have.

Once you have completed your self-registration in Bud, our Personal Enrolment Coordinator will check your application to make sure we have everything we need to get you started and to arrange a date for your enrolment meeting which you will be asked to attend with your line manager.

Complete Initial Assessments in maths and English

All apprenticeships include elements of maths and English to support your development in your role, so we ask all learners to complete Initial Assessments in maths and English. The results of these assessments allow us to gauge your current ability in these subjects, to ensure we match you to the correct programme level and tailor any additional support we can offer.

Some things to note about these assessments:

Each
assessment
takes
approximately
20 mins to
complete

Complete
yourself
without using
a calculator/
google

Complete on a
desktop or lap
top computer

Sit the
assessments
in a calm quiet
environment
without any
interruptions

You will receive an email from **notifications@bud.co.uk** inviting you to complete your Initial Assessments.

This will provide you with your username and password for a platform called BKSB, where you'll complete the assessments. We ask you to complete them within 2 days of receiving your invitation, so we can ensure you are ready in plenty of time for your enrolment meeting.



Attend an enrolment meeting with your line manager and Personal Tutor

The final stage of your enrolment is a meeting with your Personal Tutor, your line manager and you.

This meeting will introduce you and your line manager to your study programme and ensure it fits your job role and development needs. **You'll all agree the commitment to the programme and role each of you'll play in achieving your qualification.**

Your programme documentation will be signed by both you and your line manager and then you'll start your first piece of learning, following an introduction to the learning platform.

Thank you for taking the time to follow all the above steps. Once they're all complete you will be ready to start your apprenticeship journey.

Remember we're here to help and support you along the way, if you need us before you meet your Personal Tutor you can speak to us here:

support@pgon.co.uk





