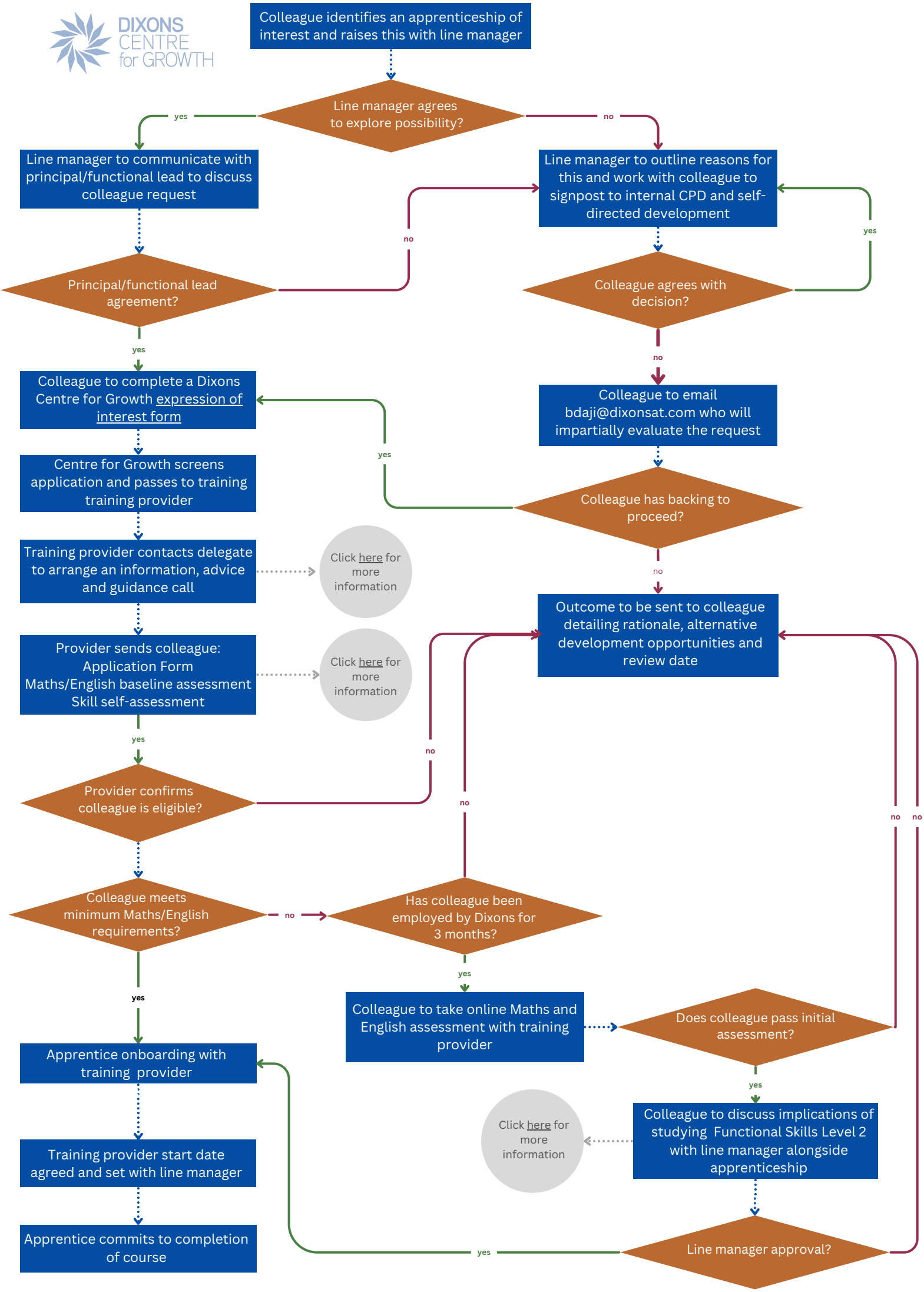
DIXONS CENTRE for GROWTH
Colleague identifies an apprenticeship of interest and raises this with line manager
Line manager agrees to explore possibility?
yes
no
Line manager to communicate with principal/functional lead to discuss colleague request
Line manager to outline reasons for this and work with colleague to signpost to internal CPD and self-directed development
no
yes
Principal/functional lead agreement?
Colleague agrees with decision?
yes
no
Colleague to complete a Dixons Centre for Growth expression of interest form
Colleague to email bdaji@dixonsat.com who will impartially evaluate the request
yes
Centre for Growth screens application and passes to training training provider
Colleague has backing to proceed?
Training provider contacts delegate to arrange an information, advice and guidance call
Click here for more information
no
Outcome to be sent to colleague detailing rationale, alternative development opportunities and review date
Provider sends colleague: Application Form Maths/English baseline assessment Skill self-assessment
Click here for more information
yes
no
Provider confirms colleague is eligible?
no
no
no
Colleague meets minimum Maths/English requirements?
no
Has colleague been employed by Dixons for 3 months?
yes
yes
Colleague to take online Maths and English assessment with training provider
Does colleague pass initial assessment?
Apprentice onboarding with training provider
yes
Click here for more information
Colleague to discuss implications of studying Functional Skills Level 2 with line manager alongside apprenticeship
Training provider start date agreed and set with line manager
Apprentice commits to completion of course
yes
Line manager approval?