

Enrolment Process

Our adaptive change to COVID-19 has highlighted our high-quality virtual Onboarding process that provides our partnered authorities with Information, Advice and Guidance and an in-depth **Skills Gap Analysis** activity, which evaluates their business and employee development needs.



“I have been blown away by the enrolment process for my learners. The speed, ease and accuracy of the process has been like nothing I have experienced before. Babington’s organisation of the process has left me feeling relaxed and in the full knowledge that he has it under complete control. It has made me even more sure in our decision to choose Babington, and I look forward to our future.”



EMMA SMITH | EARLY TALENT MANAGER AT GIST

Level 7 Accounts Enrolment Process differs and this process can vary depending on volume and demand.

The written agreement / contract and Health and Safety Documentation must be received and signed prior to any learning.

1

Once a start date has been agreed with the learner, the organisation and Babington, pre-enrolment information will be sent to the welcome team.

2

The Welcome Team then make contact with the learner to outline what will be needed on the Enrolment Course, set the learner up on initial assessments and book in a suitable time for the learner.

3

The Enrolment Call takes approximately an hour. The Welcome Advisor will cover learning content, eligibility and suitability. They will go through a Skills Gap Analysis to ensure the learner and line manager agree this is the right course of action. The Welcome advisors will answer any questions. While on the call a deadline is agreed for when the documents can be read and signed by everyone.

4

After the call all the documents are sent via Docu-Sign to the learner and line manager (or any other persons nominated). Docu-Sign will highlight any actions and signatures needed.

5

Once we receive all signed and complete documents, the Welcome Team submit to our internal admin team to Compliance check, to ensure we have everything needed for the learner to start their learning.

6

A Start of Learning Plan is sent to the learner to ensure they can start working on their apprenticeship and know the next steps. While the learner is completing the start of learning plan the paperwork is checked and processed meaning our customer support team and assigned trainer can make contact with the learner.