IT TECHNICAL SALES

PARETO IT

TECHNICAL SALES

LEVEL 3

PARETO

Apprenticeships

Internal Client Checklist.

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PARETO Apprenticeships

Apprenticeships

IT Technical Sales L3

Client Internal Checklist

Apprenticeship Eligibility (ESFA Funding Criteria)

Is the employee 16 years old or above?	Yes	☐
Is the employee an EU Resident?	Yes	☐
Or Have the right to work in England?	Yes	☐
Or From a European Economic Area (EEA) with a bilateral agreement?	Yes	☐
Has the employee lived in the UK for 3 years or more?	Yes	☐
Do they work over 30 hours per week?	Yes	☐
Are they on any other Government funded training programme?	No	☐
Will they spend over 50% of their working time in UK during their Apprenticeship?	Yes	☐
Have they got an equal or higher qualification in this Apprenticeship subject matter?	No	☐

If the following are answered as above, the employee is eligible.

Employee Skills Eligibility (Internal Considerations)

Is the employee performing to their maximum potential?	Yes ☐	No ☐
Do they have knowledge gaps within your industry?	Yes ☐	No ☐
Do they have skills gaps within their working practices?	Yes ☐	No ☐
Do they require further sales or technical training?	Yes ☐	No ☐
Is there a specific industry requirement that they have to complete or follow?	Yes ☐	No ☐
Do they have sales or technical training requirements identified by Performance or appraisal outcomes?	Yes ☐	No ☐

If you have provided a yes to any of the above questions, please provide further information supporting your answer on the following page.

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FURTHER COMMENTS *to support your answers on the previous page*

PARETO Apprenticeships

Apprenticeships

Key Pareto Client Commitments

Client Internal Checklist

To ensure the Apprenticeship programme is right for both the employee and the employer, please confirm that you are happy to support the following:

- To permit, and pay for, 20% 'off the job' learning pro-rata to contract hours — Yes ☐ No ☐
- To have an Apprenticeship Agreement between the employer and apprentice (Pareto can supply a generic copy) — Yes ☐ No ☐
- To have an internal 'mentor' to support (Pareto will issue a Mentor Handbook) — Yes ☐ No ☐
- Enable the apprentice to complete the programme over the duration (minimum of 12 months) — Yes ☐ No ☐
- To enable the apprentice to attend the End Point Assessment — Yes ☐ No ☐
- To allow the Pareto Skills Coach or Assessor to access the workplace and apprentice at agreed times — Yes ☐ No ☐
- Agree to pay Pareto Law the agreed amount from your digital account based on evidence for payment and with ESFA payment schedules — Yes ☐ No ☐
- Sign the Pareto Apprenticeship Commitment Agreement/Contract — Yes ☐ No ☐
- Employ the Apprentice and pay in accordance with legal requirements — Yes ☐ No ☐
- Notify Pareto if there are changes to the Apprentices position or work Situation — Yes ☐ No ☐

Please sign if you are happy to proceed and you will be issued with a Commitment Agreement, a Service Level Agreement and Contract for Services.

Company Name:

Your Name:

Signature:

Date:

PARETO Apprenticeships

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IT Technical Sales L3

Summary of Services

Pareto Law can provide high quality recruitment-specific training, guidance and support, developed and delivered by experts within their respective field. We will support you in gaining the maximum benefit from your Apprenticeship Levy Fund or Co-investment. We will offer professional support for your employees throughout their apprenticeship journey, with the focus on them achieving their required qualification and improving their productivity. We offer a blended learning experience, combining training at work, online and/or in the classroom; enabling flexibility in learning, without impacting on productivity. We can deliver apprenticeship training across England.

Additional Services for Apprenticeship Clients

To help you manage your levy in the most effective way, our service can also include the following:

- Digital Account & Levy Finance Management
- Risk Management in Reporting
- Managing Multiple Apprenticeship Training Providers
- Recruitment and 'On-Boarding' Support
- Apprenticeship End to End Delivery
- Quality Management

Pareto Law - Apprenticeship Information

Available From Q4 2017

- IT Technical Salesperson, Level 3
- Customer Service Practitioner Level 2
- Team Leader/Supervisor Level 3
- Operations Department Manager, Level 5

Coming Soon – early 2018

- Business to Business Sales Executive, Level 4
- Financial Services Customer Advisor, Level 2
- Junior Management Consultant, Level 4

Apprenticeship Levels

Apprenticeships are available in 6 levels and have an academic equivalence as shown in the box below.

Name	Levels	Academic Equivalence
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4,5,6,7	Foundation Degree and above
Degree	6,7	Bachelor's or master's degree

PARETO Apprenticeships