

Welcome to the University of West London Apprenticeships

Guide for apprentices, mentors and employers



Your responsibilities as an apprentice

Sign all your compliance documents in Aptem

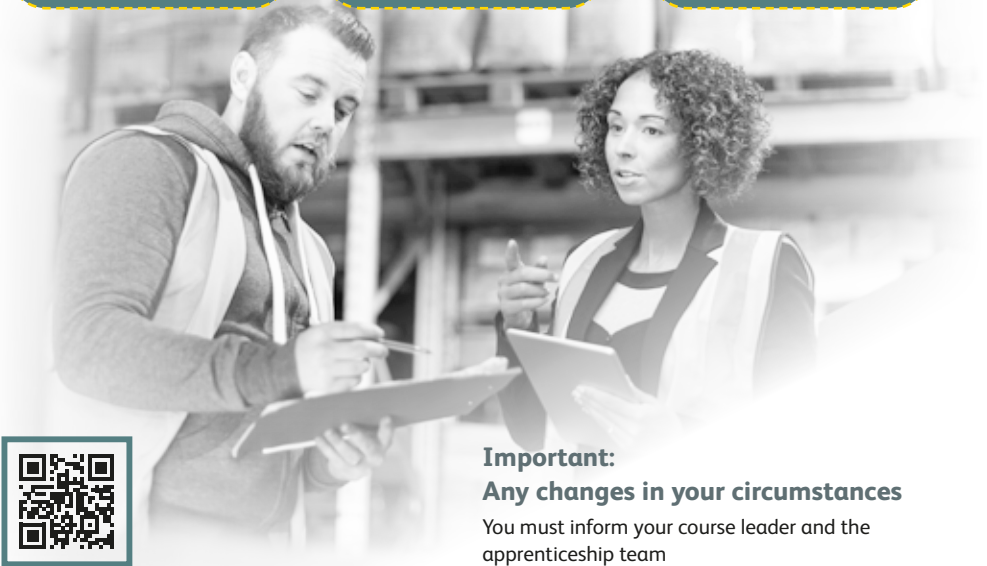
Confirm your first day on learning in Aptem

Keep up to date with your Off the Job (OTJ) timesheets in Aptem every month

Attend all sessions and **SWIPE IN**

Unable to attend? You must complete the authorised **absence form**

Attend your progress reviews every three months



Attendance

please watch this video to ensure you are registering your attendance correctly:

Security

We expect all staff, students, apprentices and visitors to wear their ID cards which should be visible at all times

Important:

Any changes in your circumstances

You must inform your course leader and the apprenticeship team

apprenticeships@uwl.ac.uk if anything changes during your apprenticeship.

- Your employment status changes (ie you change your employer, or are made redundant or are thinking of resigning)
- Your contracted weekly hours of employment change
- You change your name so that it is different from when you first enrolled on the apprenticeship

If you do not comply with these requirements, your apprenticeship funding may be at risk, and we may have to stop your apprenticeship.

Keeping you safe: Safeguarding

The University of West London (UWL) is fully committed to safeguarding and promoting the wellbeing of vulnerable adults & (children) and expects all governors, students, staff, contractors, stakeholders, and volunteers to share this commitment. The University is predominantly an adult learner provider (18+) and has a duty of care and responsibility to act if there is a cause for concern about the safety of a vulnerable adult (or child), and to notify the appropriate agencies so that they can investigate and take any action required.

A copy of our safeguarding policy can be found on our website



Safeguarding vulnerable adults and children policy, process and procedure | University of West London (uwl.ac.uk)

Safeguarding also applies to the university's responsibility under the Prevent Duty to protect students and apprentices from radicalisation, extremism and terrorism.

Fundamental British Values

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity in the UK.

Fundamental British Values are not exclusive to being British and are shared by other democratic countries as a way of creating an orderly society, where individual members can feel safe, valued and can contribute for the good of themselves and others.

The four fundamental British Values are:

Democracy, Rule of Law, Mutual Respect and Individual liberty

We are committed to providing a supportive and inclusive environment for all.

The University of West London is committed to promoting and providing a safe and supportive environment for all students and staff. We take reports of bullying and harassment, discrimination, hate crime, abuse/sexual misconduct seriously or any safeguarding concerns.

To report any issues you may have or witnessed you can do this in a few ways.

Report & support (24/7 online, confidential reporting tool)



Speak to our Welfare team on 0208 231 2313 or book an appointment via the Student Hub

In-person at Student Services desk (at SMR – Street Ground floor, Paragon 2nd floor or Fountain house 10th floor)

In emergency and if there is an immediate risk of serious harm to you or anyone else please contact the emergency services - 999

UWL has designated safeguarding leads who are:

Tracy McAuliffe – tracy.mcauliffe@uwl.ac.uk, Tel: 020 8231 2263

Chackervarti Afghan – Chackervarti.afghan@uwl.ac.uk, Tel: 020 8231 2508

Deborah Adewole – Deborah.adewole@uwl.ac.uk, Tel: 020 8231 2747

Your wellbeing and support

Additional services can be found here:



Student hub



Togetherall



 apprenticeships@uwl.ac.uk



Find out more:

www.uwl.ac.uk/apprenticeships

The University of
West London
St Mary's Road
Ealing
London W5 5RF

The University
of West London
Boston Manor Road
Brentford
Middlesex TW8 9GA

The University of
West London
Fountain House
2 Queens Walk
Reading RG1 7QF

Ruskin College
Ruskin Hall
Dunstan Road
Old Headington
Oxford OX3 9BZ