HOW TO ACCESS APPRENTICESHIP TRAINING ON THE PROFESSIONAL DEVELOPMENT PLATFORM
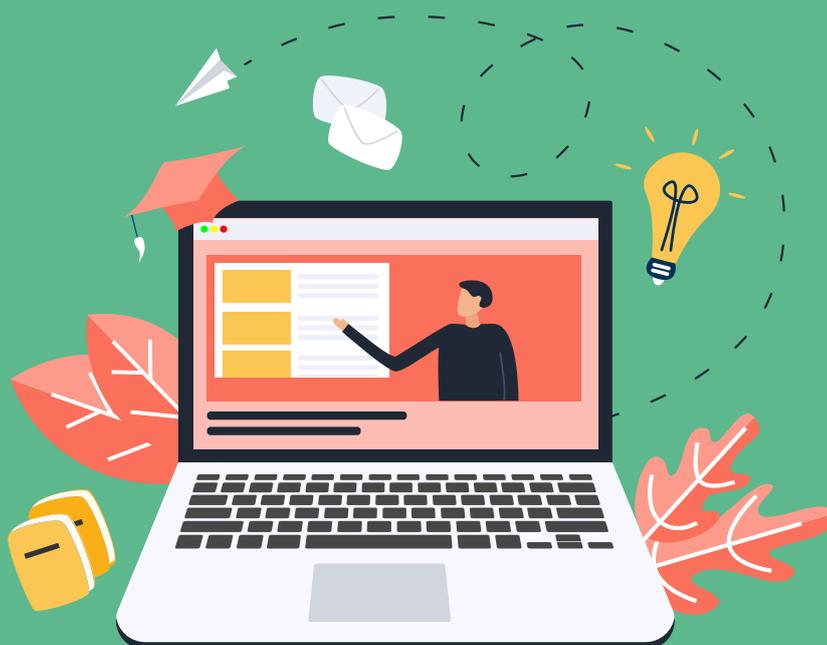
UCAS

STEP 1:

Register or sign in to **ucas.com**

STEP 2:

go to **https://pdp.ucas.com**

STEP 3:

Click the appropriate large **HE Provider / Adviser** button for your role on the Home page to go to your dashboard.

STEP 4 :

Click on the "An Introduction to apprenticeships" course card. The course will have grey boxes containing units. You'll need to accept cookies for the Platform in order for the grey section boxes to open when clicked.

STEP 5:

On the course page, click into each unit card and work through the content, scrolling down the page and clicking on 'Continue' bars as appropriate.

STEP 6:

You'll know you've completed the course when the dial in the top right of the page says . It will also show as 100% in your personal **Record of learning,** which can be downloaded in various formats.

AFTER COMPLETION

At the end of the training you will have access to a PowerPoint presentation on apprenticeships which you can then deliver to your colleagues within your school or college to help update their knowledge.