

Unfunded Learners application process



As part of our ongoing efforts to streamline and formalise the **Unfunded Learners application process**, we are introducing a defined approach that will be followed consistently going forward. This process applies to colleagues applying for programmes via the PCDP who are **not based in England** and therefore **do not qualify for government levy funding**.

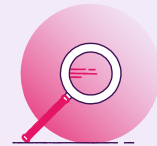
Why this matters | This initiative ensures:



A clear and consistent experience for applicants.



Timely approvals and invoicing.

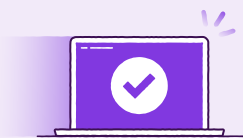


Accurate tracking and accountability across all stakeholders.

What you need to know

The process includes several key steps and timescales that must be adhered to:

1. Application submission



- Applicant completes the NatWest PCDP Application Information Form.
- BPP receives the form and contacts NatWest Ops within **2 working days**.

2. Approval & Cost Centre (CC) details



- NatWest Ops team identifies the approver and CC number within **2 business days**.

3. Invoice and Purchase Order (PO)



- BPP sends a quarterly invoice to the CC approver in the **first month of each quarter**.
- CC approver forwards to Stephanie Berry / Adam Willcocks to arrange a **purchase order within 5 working days**.

4. Programme categories



- Applies to both **PQ Programmes** (e.g., Chartered Banker, CFA Level 1) and **Non-PQ Programmes** (e.g., AI & Data Foundations, Coaching Professional).



Support & Queries

If you have any questions or need clarification:

- Please contact the **~ Professional Qualifications** in the first instance.
- Where necessary, queries may be referred to **BPP** for further support.



What we ask of you

- **Adhere to the outlined timescales** to ensure smooth processing.
- **Familiarise yourself with the process map** and programme categories.
- **Direct applicants appropriately** based on their location and eligibility.

We appreciate your collaboration in embedding this process and ensuring a consistent experience for our unfunded learners.