

QualifyMe

Apprenticeships - a one page guide for employers



Value your Apprentices – They are important employees that need to be nurtured and cared for. Recruiting an apprentice is different. You need a clear job role and a list of fair requirements. Pay a fair salary. (Many experts consider the minimum apprenticeship wage to be a demotivating factor). Recruit for potential rather than expecting existing skills, interviews should be relaxed and friendly but focused on suitability.

The main requirement of the role is to have the enthusiasm to complete the training programme successfully. The academic record may not be a good indicator of suitability for an apprenticeship and it's not necessary for them to have existing skills. Hitting the ground running and being thrown in the deep end is **NOT** for apprentices.

Apprentices are treated differently than other employees, so if this is new for your organisation, get some expert advice. Get the support of all your managers and employees so the apprentice is welcomed and gets support from everyone in the company.

Spread the net when you recruit - use newspapers and schools and colleges as well as websites. Think about the number of people at school and college who may apply. Perhaps they need an interview late in the afternoon or in the evening.

Think carefully about the training. Is there an apprenticeship programme that fits exactly what training you want to provide? Is the off the job training available in your area? Is there a quality provider who can manage the programme in a professional and well organised way? The main trainer is the apprentice's supervisor. Do you have an experienced enthusiastic colleague able and willing to undertake this role?

What does the training provider do?

They provide the off the job training programme which is sometimes called the technical certificate.

They will deliver maths, English & ICT training if your apprentice needs it. They will visit the workplace to help record what the apprentice learns while they are being trained on the job by their supervisor. They are experts on how the qualifications work.

Managing apprentices correctly is important. The work progress and training arrangements need to be monitored and recorded regularly and carefully. Review sessions need to be arranged frequently because feedback which is both positive and negative is very important for the learning process.

Key words - communicate, review regularly, provide feedback, praise, recognise learning, encourage, empower, take an interest in the individual, be available to talk if the apprentice has a question or a problem, be approachable and understanding.

Good luck with your apprentices from QualifyMe