

EXPECTATIONS EMPLOYERS



Remember – apprentices are your employees, not placement students.



When recruiting apprentices, follow your usual recruitment procedures; avoid employing people because “they are there”. As with all employees, you want the most suitable for the role and the organisation.



Designate someone in the organisation to be the link with the University/training provider.



An apprentice must be paid the appropriate rate for their age and role and have access to all employee benefits.



Designate someone in the organisation to be responsible for managing your Apprenticeship Services Account.



They will need work with experienced employees who can help them learn the skills required for the role.



They must have 20% of their working time as “off the job” learning.



Ensure the apprentice is clear what will happen to them at the end of their apprenticeship – if there is no permanent role, they need time to find an alternative.



Your culture should encourage celebration, praise and feedback, setting goals for improvement, and allowing time and opportunities for reflection.



Be enthusiastic about apprenticeships and the P&O profession.



Work with the University/training provider to understand the programme, what is involved and how the programme is/could be developed for the benefit of the sector.