

12 WAYS TO SUPPORT YOUR APPRENTICE

A CHECKLIST TO HELP YOU BE A SUPPORTIVE LINE MANAGER

START UP

- Inductions - Yawn!** Try to make sure your apprentice's first day, or even first week, is packed with a variety of different tasks and with opportunities for them to meet lots of people.
- Team Building:** Could you welcome the apprentice into your team with a team building activity? Lots of ideas can be found online that could make for a fun first day.
- Tick it off:** Use our [Corporate Induction Checklist](#) to ensure key processes and procedures are addressed.

SET TARGETS

- 1:1s:** Plan regular individual meetings with your apprentice to discuss KPIs and work objectives in relation to their apprenticeship. This is a good opportunity to let them know your thoughts, and hear theirs too. Having something to work towards will also ensure they have a purpose in the team and can encourage them to get 'stuck in'.
- Use those Standards!** Apprenticeship standards outline the skills, knowledge and behaviours (KSBs) required to carry out their job role. As a line manager you should use the standards to develop a workflow plan for your apprentice and identify tasks/projects they should be involved in in order to develop their KSBs. You can search for your apprentice's standards [here](#).
- 20% The 'OTJ' or 'Development Time'** requirement should be considered as 20% of your apprentice's time spent towards developing skills. Planning and using this time effectively will ensure development opportunities for the apprentice are provided, whilst also meeting the requirements of the service and maintaining 100% productivity. Examples of how the 20% can be used are conferences, research, online training, field visits and testing.

SPEAK OUT

- Express Yourself!** Encourage your apprentice to speak up when they don't understand or are struggling. Make sure you are approachable and give 1:1 time and focus to them in order to build your relationship.
- Access Support:** You may think your apprentice has personal issues which are affecting them at work, or they may be coming to the end of their apprenticeship and need support to look at next steps. If so, arrange for them to meet your [Lead Pastoral Mentor](#) who can provide targeted advice and support. Encourage them to attend the Apprentice Network sessions which are held on a monthly basis. You should also direct them to the [Apprentice Hub](#).
- Feedback:** It's integral you keep regular contact with the tutor from your apprentice's training provider. This will help you understand what your apprentice needs to do, be informed and gives you the opportunity to provide positive feedback so the apprentice feels valued! Contact must take place at least quarterly.
- Buddy up:** Apprentices often benefit from a buddying system - someone they can contact or work closely with that is not their line manager.

GIVE TASKS

- Delegate:** The more opportunities you can give your apprentice, the better! Don't be afraid to set complicated tasks - this can improve confidence and skills.
- Autonomy:** If you can give a degree of autonomy to your apprentice, you give them a sense of ownership. Try to allow them to make decisions and use this opportunity to then review and reflect on the results on completion so that they learn from the task.