



# TOP 10 TIPS FOR SUPPORTING YOUR APPRENTICE

## INVEST IN YOUR APPRENTICE



Investing time in your apprentice is a worthwhile commitment & your responsibility

## COMMUNICATION IS KEY



- Be clear, open and honest with your apprentice & their trainer assessor
- Ask your apprentice how they feel they're progressing with their apprenticeship
- Check in on a regular basis

## MAKE THE MOST OF THE SUPPORT FROM COLLEGE



- Keep in regular contact for sector & apprenticeship updates
- Provide input on training – join employer/college forums
- Take advantage of the wrap-around support for your apprentice

## BUILD A STRONG RELATIONSHIP WITH THE COLLEGE



- Share your apprentice's progress
- Take action on feedback to support your apprentice
- Ask for help with any issues you have with your apprentice

## SUPPORT YOUR APPRENTICE'S CAREER



- Help your apprentice feel a valued member of the team
- Discuss opportunities to grow, to progress their roles & responsibilities
- Provide additional training &/or courses

## PREPARE FOR YOUR APPRENTICE'S END POINT ASSESSMENT



- Check the assessment criteria & plan opportunities to develop skills
- Help your apprentice to keep practising their skills
- Support them to build their confidence & stamina
- Ensure they are well prepared for the End Point Assessment

## EMBRACE CHALLENGES



- Support the wellbeing of your apprentice – a key influence of success
- Help your apprentice to feel comfortable, confident to learn from their mistakes, to develop resilience & a 'can do' approach
- Allocate a workplace buddy to provide your apprentice with a safe space to speak freely & express their needs

## UNDERSTAND 'OFF THE JOB' & 'ON THE JOB' TRAINING



- Schedule time for both 'off the job' & 'on the job' training
- Encourage your apprentice to practise what they have learnt 'off the job' whilst performing daily tasks at work
- Let your apprentice spend time with experienced members of the team, to increase their knowledge, skills & confidence, 'on the job'

## THE IMPORTANCE OF THE REVIEW PROCESS



- Monitoring your apprentice will encourage their motivation & enthusiasm.
- The apprentice will learn how their progress is benefiting their role.
- Reviews must take place every 8 weeks, between the apprentice, employer & trainer assessor - the workplace mentor is also welcome!

## CELEBRATE SUCCESS



- Successfully completing the apprenticeship is a big deal & worth celebrating.
- Encourage your team to share the celebrations.
- Share the success with your local community & raise your profile as a positive employer which supports its employees.

FOR MORE INFORMATION VISIT  
[WMC.AC.UK/EMPLOYERS](http://WMC.AC.UK/EMPLOYERS)