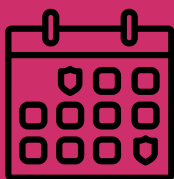


11 Tips for Employers

How to prepare for an apprentice

It is important to have a few things in place to welcome your apprentice.



1. Start Date

- Make sure that the apprentice knows the start date and where to go on the first day.

2. Contract

You will need to ensure that there is a contract of employment, a training plan and an apprenticeship agreement in place for the duration of the apprenticeship. You can find these resources here - <https://www.gov.uk/employing-an-apprentice/apprenticeship-agreement>



3. Prepare Work Area

- Make sure their new team know when the apprentice is starting. Ensure their desk or work area is ready for them. Ensure that their work email address has been set up.

4. Introduce Them

Ensure that the apprentice feels welcomed. Introduce them to the rest of the team, make sure they know who to go to for any questions. Arrange for the apprentice to meet with HR and team.



5. Tour Of The Workplace

- Arrange for the apprentice to have a tour of the workplace and ensure that they have any equipment that they need. Ensure that the apprenticeships your organisations offers are accessible by accessing guidance at the below links:

[Gov.uk](https://www.gov.uk) [NHS Employers](https://www.nhs.uk/employers)

6. Mentor

- The apprentice will have a line manager who will ensure that they meet all the expectations outlined in their apprenticeship agreement. It is also important for the apprentice to have a mentor, who will be there to provide guidance and coach the apprentice as a role model, colleague and a teacher. [Access further guidance about mentoring here.](#)



7. Training

- Ensure any relevant statutory and mandatory training is in place for the apprentice. Many apprentices will do the [Care Certificate](#) as part of their apprenticeship and will go through mandatory training for their particular organisation as suits their role. Find out more about the [Core Skills Training Framework](#).



8. Guidance

- Explain the role to the apprentice and clearly set out expectations. The apprentice line manager will also explain other work-related guidance such as a uniform, how to book annual leave or what to do if an apprentice is sick.



9. Outlining Apprenticeship

- Explain how the apprenticeship will work and introduce them to the training provider.



10. Targets

- Set targets and ensure that the apprentice has the opportunity to give feedback. Discuss the apprentice's learning objectives and career aspirations.



11. Support Toolkit

- [Access the Association of Apprentices \(AOA\) Partner Toolkit](#) on HASO. Membership for Association of Apprentices (AOA) is funded by NHS England for all NHS apprentices.

