

Apprenticeship Roles & Responsibilities

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Apprentice

- Follow the apprenticeship structure set by the apprenticeship training provider and line manager.
- Complete off the job training and home studying.
- Put learning into practice and work towards objectives.
- Attend regular teaching and learning/review activities.
- Be self-sufficient and responsible

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Employer

- Provide a contract of employment for the duration of the apprenticeship.
- Pay the correct wage rates.
- Allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- Ensure the role helps the apprentice gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support.
- Support the apprentice and line manager with work-related issues.
- Encourage consistent communication between line managers and the apprenticeship training provider.

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Line Manager

- Take part in the induction.
- Manage the apprentice and agree an action plan.
- Set clear expectations and objectives for the apprentice.
- Support the apprentice to follow the apprenticeship structure and achieve the goals set out by their individual learning plan.
- Frequently and consistently communicate with the apprentice and apprenticeship training provider.
- Encourage autonomy and self-expression of the apprentice.



[CLICK HERE for further information on available standards including training providers and end-point assessment organisations.](#)

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Teaching & learning coach

- Ensure that the apprenticeship is achieved to the required standard and on time.
- Provide the required learning materials for the apprenticeship.
- Provide support and work in partnership with the employer to best support the learner to reach success.
- Raise any concerns.
- Regular reviews.
- Ensure learning plan goals.
- Organise induction.
- Organise meaningful learning activities.
- Set the course of study

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Training Provider

- Establish goals and timely targets with the apprentice and line manager.
- Identify an apprentice's training and development needs through individual learning plans.
- Conduct regular progress reviews involving the line manager.
- Consistently communicate with the apprentice and line manager.
- Deliver and oversees the training of apprentices.



An apprenticeship training plan must be signed by the apprentice, their employer and the training provider.