

HOW TO MANAGE AN APPRENTICE

Investing in apprenticeships is an exciting option for organisations looking to futureproof their workforce.

Managing an apprentice effectively is key to helping them grow and develop into a permanent member of your team. From goal setting to mentoring – this guide helps you navigate the apprenticeship journey and get the most out of your apprentice.

 **BALTIC**
APPRENTICESHIPS

www.balticapprenticeships.com

DEVELOPMENT

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ONBOARDING AN APPRENTICE //

Having an effective onboarding plan in place from day one can help your new apprentice comfortably settle into their new job role. From day one, make sure you are communicating with your new apprentice, helping them visualise where their contributions fits into your wider businesses goals and objectives.

To get started, we recommend office tours, a meet the team and an induction to your business. A key thing to remember is that this could be an apprentice's first job role so it's important to make them feel as comfortable as possible. Overall, an effective onboarding plan can lead to higher employee retention, increased productivity and better job satisfaction for your new apprentice.



WORK ENVIRONMENT

It is important to create a productive, positive and uplifting work environment that all employees are bought into. People can be influenced by their environment, so it is important for everyone in your team to lead by example.



PUTTING TRAINING INTO PRACTICE

After each training module, create opportunities for learners to put their training into practice within their everyday role. This will help them to build their knowledge and skills and may even introduce a fresh approach to your team.



PERFORMANCE MANAGEMENT

It is important to monitor the performance of your apprentice. Set objectives and reviews whilst also giving appraisals for good performance. This will allow your apprentice to develop professionally, building their confidence and gaining more responsibility.

APPRENTICE EMPLOYMENT RIGHTS //

An apprentice holds the same employment rights as every other employee in your organisation. You must provide your apprentice with a contract of employment, and this must cover the full duration of their apprenticeship.

Wages

As of April 2022, the minimum wage for an apprentice currently stands at £4.81 an hour. For apprentices aged 19 and over, the minimum wage rises after one year of training to the National Minimum Wage for their age group.

At Baltic, we encourage our employers to pay their apprentices above minimum wage as this can help learners feel valued and increase their loyalty - It's no secret that staff who feel rewarded are more likely to stick around and grow within your organisation!

Job Role

An apprentice must be working in a job role relevant to their apprenticeship programme as they must be able to evidence the knowledge, skills, and behaviours required for the Apprenticeship Standard.

Training

Apprentices must be paid for time spent completing their training. 20% of an apprentice's working hours should be spent completing off-the-job training. At Baltic, we schedule the majority of this through our technical training modules, workplace projects, and Learning Mentor support sessions. The remaining off-the-job training should be provided by an employer through shadowing, mentoring, and any other relevant training.

Benefits

If you offer company benefits such as childcare vouchers, a reward scheme, or a form of employee support, these should also be made available to your apprentice.

Annual Leave & Sick Pay

Like all other employees, apprentices are entitled to paid annual leave, this should be a minimum of 20 days per year plus Bank Holidays. You must also offer apprentices the same conditions as other employees when it comes to sick pay.

Working Hours

Usually, an apprentice should be employed on a full time basis, not exceeding a 40 hour working week.

SETTING GOALS AND OBJECTIVES FOR AN APPRENTICE //

SHORT TERM OBJECTIVES

▶ **Day to day tasks**

Setting your apprentice day to day tasks will help develop their skills and give them an understanding of their new job role. It is beneficial to start with lower level tasks and as they progress through their apprenticeship, give your apprentice more responsibility by setting more strategic and advanced tasks.

▶ **Training**

Apprentices will complete training throughout their apprenticeship. In the first few weeks of onboarding, you could supplement this by implementing internal training sessions. Shadowing members of the team or completing short self-study courses can be an excellent way to help them hit the ground running in their job role.

LONG TERM GOALS

▶ **Workload**

It is important that your apprentice is able to manage their own workload. You can encourage this by helping them create a schedule, encouraging them to create a to-do list, and making sure they utilise their calendar. Learning how to effectively prioritise work is an important professional development lesson and will improve their time management skills in the long term.

▶ **Personal Development**

Personal development is important in keeping employees motivated and productive. Engage with your apprentice by asking them what their long-term goals are and how you can help them get there. If they have joined you on a Level 3 apprenticeship, make them aware of the Level 4 programmes available as a progression route in the early stage of their induction. Track their progress and recognise milestones by having regular one to one discussions or appraisals, offering help where needed.



THE ROLE OF THE WORKPLACE MENTOR //

Apprentices should have a workplace mentor to guide and support them through their apprenticeship. This is someone who can manage the apprentice, delegate tasks, share their knowledge and give guidance. Mentoring an apprentice can be a great way to create a professional development opportunity within your team.

At Baltic, our apprentices will also be supported by a Learning Mentor who will provide support and guidance throughout the apprenticeship programme.

Our Learning Mentors ensure that learners are able to apply their knowledge to the workplace and evidence the knowledge, skills, and behaviours outlined in the Apprenticeship Standard.



COLLABORATING WITH YOUR TRAINING PROVIDER //

It's important to have a positive relationship with your training provider – think of it as a partnership! At Baltic, we are a training provider that is committed to supporting our employers throughout their apprenticeship journey. Each of our teams are experts in their field and will take an active role in supporting you and your apprentice:



ONBOARDING TEAM

Our Onboarding Team are responsible for arranging all inductions onto our apprenticeship programmes, they also discuss the required paperwork for enrolment and will assist you with setting up your Digital Apprenticeship Service Account to register your apprentice and claim any government funding you may be entitled to.



ACCOUNT RELATIONSHIP MANAGER

You will be assigned a dedicated Account Relationship Manager who will contact you at regular intervals throughout the programme, they will discuss your apprentice's progression, share any feedback from their training weeks and discuss any additional requirements in your team or the wider business.



APPRENTICESHIP COORDINATOR

Every apprentice is assigned their own Coordinator who will arrange and schedule their training courses, exams and End Point Assessment. They will also resolve any general enquiries around training or concerns you may have while your apprentice is on programme.



LEARNING MENTOR

Learning Mentors are experienced and trusted advisers who support, educate, advise and guide learners with their digital careers. Learning Mentors manage workplace projects, provide monthly feedback, and support building the apprentice's portfolio. You will be asked to take part in review calls with your apprentice and their Learning Mentor to share updates on your apprentice's progress in the workplace and share ideas on how the learner can collect evidence for their workplace projects.

OFF-THE-JOB HOURS //

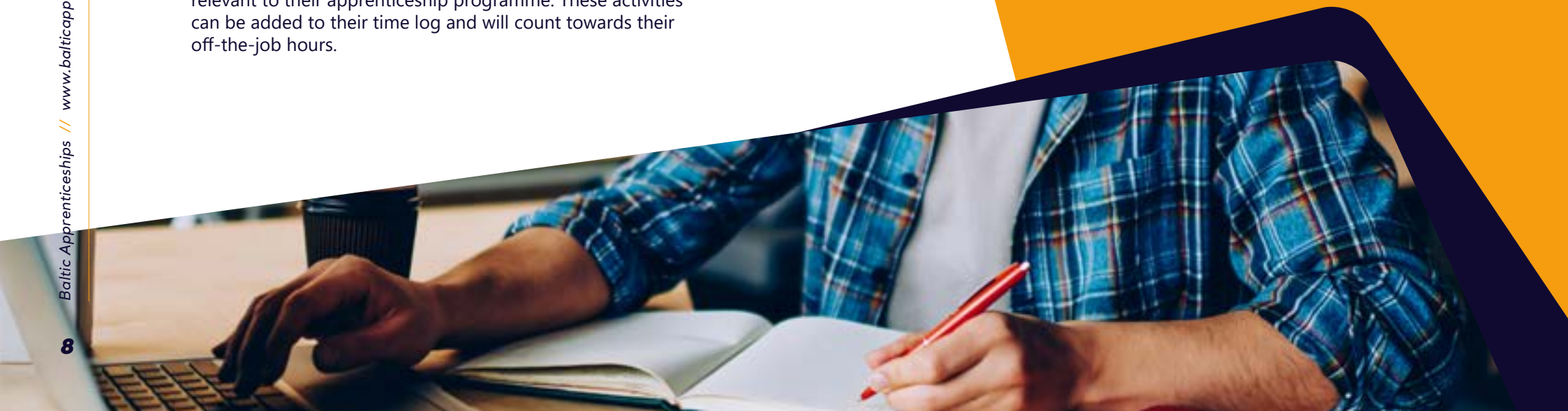
Throughout their apprenticeship, learners are required to take part in off-the-job training that is relevant to their apprenticeship programme. At Baltic, we schedule the majority of this through our technical training modules and Learning Mentor support.

The remaining off-the-job training should be provided by an employer through shadowing, workplace mentoring, and any relevant training that is specific to your apprentice's job role. Of course, our team are always happy to advise on ways to fulfil this additional training requirement.

We encourage our employers to allow apprentices to book out time for apprenticeship work each week, during this allotted time they can complete their workplace projects, take part in shadowing opportunities with other members of the team, or complete additional self-study courses that are relevant to their apprenticeship programme. These activities can be added to their time log and will count towards their off-the-job hours.

EXAMPLES OF OFF-THE-JOB TRAINING

- ▶ Technical Training
- ▶ Workplace Projects
- ▶ Shadowing and Mentoring
- ▶ Self-study courses



REVIEW CALLS AND WHY THEY'RE IMPORTANT //

Apprentice progress is reviewed every 12 weeks during a one-to-one session with their Learning Mentor via the SMART Classroom.

As an employer, you are invited to attend these sessions to provide an update on the learner's progress in the workplace and to support in mapping work related projects to the apprenticeship competencies. While it isn't compulsory for managers to attend these calls, we encourage this as it is likely to have a positive impact on the learner's development. These calls will give you an insight into what work has been set for your apprentice and the deadline, listen to feedback about their progress and give you the opportunity to ask any questions or raise any issues or concerns.

These reviews can also be tailored into support sessions to assist with areas where apprentices feel they would benefit from additional support.



Find out more at www.balticapprenticeships.com

WHAT HAPPENS AFTER THE APPRENTICESHIP? //

Many apprentices are taken on as full-time, permanent members of staff after they have completed their apprenticeship. This is because, as part of the apprenticeship, they will learn specific duties linked to a specific job role in a business.

Another option is continuing your apprentice's professional development by progressing them onto a higher-level apprenticeship. This will give them the chance to advance their skills and gain another qualification in their chosen field, bringing more skills and knowledge to their role.

Level 4 Apprenticeships:

- ▶ **Data Analyst**
- ▶ **Software Developer**
- ▶ **Network Engineer**

DID YOU KNOW?

At Baltic Apprenticeships, 95% of our learners remain in employment after completing their programme - including many who progress onto the next level of apprenticeship training.

Find out more at www.balticapprenticeships.com



```
mirror_mod.use_x = False  
mirror_mod.use_y = True  
mirror_mod.use_z = False  
elif _operation == "MIRRORIZ":  
    mirror_mod.use_x = False  
    mirror_mod.use_y = False  
    mirror_mod.use_z = True  
  
#selection at the end -add back the deselected mirror with  
mirror_ob.select = 1  
modifier_ob.select = 1  
bpy.context.scene.objects.active = modifier_ob  
print("Selected" + str(modifier_ob)) # modifier ob is the
```

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