

Are you apprenticeship ready?

Question for checklist	Tick
Recruitment	
Have you identified a role for the apprentice that meets a workforce requirement e.g. recruits to a hard to fill vacancy, replaces ageing workforce, fills a skills gap in your organisation?	
Have you decided if you are recruiting a new member of staff or an existing member of staff for this apprenticeship?	
Have you selected who to target e.g. 16-18-year olds or older? If so, do you have networks and contacts to reach these potential apprentices? Also, have you thought about how the time of year you recruit will have an impact e.g. at the end of the school/college year?	
Have you decided where you will advertise the apprenticeship vacancy?	
Have you budgeted for the costs of recruitment?	
Have you written a job description for the apprenticeship, along with a person specification outlining previous experience and skills required of applicants?	
Have you agreed on the terms and conditions you will be offering to the apprentice e.g. apprenticeship wage or higher, working hours, holidays, length of contract etc.? Have you compared your offer to those of other local employers of apprentices?	
Do you have an apprenticeship agreement/learning contract that specifies your obligations and commitments as the employer and those of the apprentice?	
Have you decided what pre-employment checks will be required for the role and the methods for completion e.g. DBS (standard or enhanced) and Occupational Health?	
Have you compiled interview questions that will evaluate competencies, values and motivation?	
Have you considered if any additional risk assessments will need to be in place for the apprentice?	

Question for checklist	Tick
Apprenticeship delivery	
Have you decided on an apprenticeship standard/framework for the apprentice to complete and at what level? Do you know how long it will take to complete (and does this fit in with the duration of employment contract you are offering)?	
Have you selected a learning provider who can deliver the apprenticeship training?	
Have you agreed with the learning provider the cost to you as the employer for the apprenticeship delivery and the payment schedule?	
Have you discussed with the learning provider how you are able to shape the content of the apprenticeship to meet your organisational needs?	
Have you planned how to best accommodate the minimum 20% learning aspect of the apprenticeship and which option is best for the learner and your organisation?	
Have you established with the learning provider how often reviews will take place and what input will be needed from your staff?	
Have you thought about how you will ensure quality provision e.g. quality checks, feedback mechanisms, performance monitoring?	
Support	
Do you have support and commitment from the senior management/owner/proprietor to recruit an apprentice?	
Are staff aware and supportive of employing an apprentice?	
Have you identified a line manager for the apprentice and a mentor who will support them day-to-day (this may or may not be the same person) with capacity and capability to effectively supervise and support i.e. can the mentor provide both professional and pastoral support to the apprentice?	
Have you considered providing any training to the mentor?	
Are there appropriate policies and procedures in place for the apprentice e.g. disciplinary, special leave, sickness/attendance, grievance?	
Have you explored whether there are other internal training/development opportunities available, which will support the apprenticeship?	
Have you thought of what progression/career pathway opportunities may be available to the apprentice on completion of their apprenticeship?	
Are you aware of the support available to you as the employer from external organisations, such as: trade unions and Union Learn, Skills for Justice and the Institute for Apprenticeships?	