

Apprenticeship Roles & Responsibilities

Apprentice

- Follow the apprenticeship structure provided to you
- 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
- Adhere to the requirements of the job description

Employer

- Provide a contract of employment for the duration of the apprenticeship and pay the agreed wage
- Allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- Ensure the apprentice's role helps them gain the knowledge, skills and behaviours they need to achieve
- Encourage a culture of support and communication to help the apprentice, line manager and apprenticeship training provider achieve consistent goals

Line Manager

- Meet and greet on day one
- Talk through expectations, objectives, and goals and agree an action plan
- Support the apprentice to follow the apprenticeship structure and achieve the goals set out by their 'individual learning plan'
- Ensure clear and frequent communication with the apprentice and training provider
- Encourage autonomy and self-expression in the apprentice

Access standard documents, lists of training providers and end-point assessment organisations.



Teaching & Learning Coach

- Help the apprentice achieve the apprenticeship to required standard and on time
- Provide the required resources and support
- Work with the employer to ensure apprenticeship success
- Conduct regular review meetings
- Monitor learning plan goals
- Organise induction, meaningful activities and a plan of learning and study

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 oversee the training of apprentices

A commitment statement must be signed by the apprentice, their employer and the training provider.

