



CHECKLIST

HOW TO TAKE ON AN APPRENTICE

- ✓ **ELIGIBILITY OF APPRENTICE**
- ✓ **AGREEMENTS TO SIGN**
- ✓ **CHOOSING A TRAINING PROVIDER**
- ✓ **TYPES OF APPRENTICESHIPS**
- ✓ **END POINT ASSESSMENTS (EPA)**
- ✓ **CERTIFICATION**



1 – ELIGIBILITY OF APPRENTICE

APPRENTICES SHOULD BE

- 16 YEARS OLD OR OLDER
- LIVING IN ENGLAND
- NOT BE IN FULL-TIME EDUCATION

YOUR APPRENTICE MUST:

- BE PAID AT LEAST THE MINIMUM WAGE
- BE IN A JOB ROLE THAT ENABLES THEM TO GAIN THE KNOWLEDGE, SKILLS AND BEHAVIOURS THEY NEED TO ACHIEVE THEIR APPRENTICESHIP
- BE PAID FOR THE TIME THEY ARE IN WORK AND IN OFF-THE-JOB TRAINING
- BE GIVEN A CONTRACT OF EMPLOYMENT THAT IS AT LEAST LONG ENOUGH TO ALLOW THEM TO COMPLETE THEIR APPRENTICESHIP SUCCESSFULLY
- GET TIME FOR TRAINING OR STUDY DURING THEIR WORKING WEEK (AT LEAST AT AVERAGE OF 6 HOURS PER WEEK OF THEIR NORMAL WORKING HOURS FOR FULL TIME APPRENTICES)

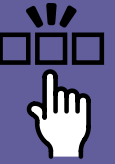
APPRENTICES CAN BE NEW EMPLOYEES OR CURRENT EMPLOYEES ALREADY WORKING FOR YOU.



2. AGREEMENTS TO SIGN

AGREEMENTS TO SIGN

- CONTRACT OF EMPLOYMENT - A CONTRACT OF EMPLOYMENT SHOULD INCLUDE DETAILS ON PAY, WORKING HOURS AND WORKING CONDITIONS
- APPRENTICESHIP AGREEMENT - THE EMPLOYER MUST SIGN AN APPRENTICE AGREEMENT WITH THE APPRENTICE. THIS GIVES DETAILS OF:
 1. THE SKILL, TRADE OR OCCUPATION THE APPRENTICE IS BEING TRAINED FOR
 2. THE NAME OF THE APPRENTICESHIP THEY ARE WORKING TOWARDS
 3. THE DATES DURING WHICH THE APPRENTICESHIP IS EXPECTED TO TAKE PLACE
 4. THE AMOUNT OF OFF-THE-JOB TRAINING THEY WILL RECEIVE
- TRAINING PLAN: (PREVIOUSLY COMMITMENT STATEMENT) - THIS SETS OUT HOW YOU, YOUR TRAINING PROVIDER AND THE APPRENTICE WILL SUPPORT THE SUCCESSFUL ACHIEVEMENT OF THE APPRENTICESHIP, INCLUDING THROUGH EXPERIENCE GAINED ON THE JOB.



3. CHOOSING A TRAINING PROVIDER

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YOU CAN FIND A TRAINING PROVIDER AND APPRENTICESHIP TRAINING COURSES ON FIND APPRENTICESHIP TRAINING OR ON THE HASO STANDARDS PAGE

4. TYPES OF APPRENTICESHIPS

YOU CAN ALSO USE THE HASO STANDARD PAGE TO FIND THE RIGHT APPRENTICESHIP STANDARD FOR YOU. EACH STANDARD POP-UP SHOWS THE APPRENTICESHIP STANDARD AND ASSESSMENT PLAN DOCUMENTS, REGISTERED TRAINING PROVIDERS & EPAOS AND OTHER RELEVANT RESOURCES.



5. END-POINT ASSESSMENT (EPA)

YOU CAN FIND REGISTERED EPAOS ON THE STANDARDS PAGE OF HASO. EPA IS AN ASSESSMENT OF THE KNOWLEDGE, SKILLS AND BEHAVIOURS THAT YOUR APPRENTICE HAS LEARNED THROUGHOUT AN APPRENTICESHIP, WHICH CONFIRMS THAT THEY ARE OCCUPATIONALLY COMPETENT.

YOU MUST SELECT AN END-POINT ASSESSMENT ORGANISATION (EPAO) AS SOON AS POSSIBLE AT THE BEGINNING OF THE APPRENTICESHIP. IF YOUR APPRENTICE IS WORKING TOWARDS AN INTEGRATED DEGREE APPRENTICESHIP THE TRAINING PROVIDER WILL COMPLETE THE END-POINT ASSESSMENT.



6. CERTIFICATION



CERTIFICATION

WHEN YOUR APPRENTICE SUCCESSFULLY COMPLETES THEIR APPRENTICESHIP, THEY WILL BE AWARDED A CERTIFICATE.

THIS IS REQUESTED BY THE EPAO FROM THE EDUCATION AND SKILLS FUNDING AGENCY (ESFA).

