PEER WORKER
EMPLOYER PRE-IMPLEMENTATION CHECKLIST

**Use this checklist to support you and your organisation to implement the
Peer Worker Apprenticeship.**

*Please note this is an example of the steps you should consider when implementing the apprenticeship and is not exhaustive.

NEW TO PEER SUPPORT?	
Do you have clear role plans, job descriptions, supervision framework and pay structure?	
Do the teams that employ peer workers understand the role, the benefits, value and differences to other roles within your organisation?	
Do you have a plan for initial training, induction, IT access, buddying, and support structures?	
Does your recruitment process take account of occupational health process, reasonable adjustments and offer access to employment support?	
Do you have a clear policy on conduct and competence, with specific guidance for teams on wellbeing, emotional impact, boundaries, and ethics?	
Is the service the peer worker works within **trauma informed?**	
Has your organisation considered bringing peers into the planning process for implementing the apprenticeship? Such as: in promotion, organising support structures for the apprentices, development of comms, planning additional training etc?	
What support has been considered for peer workers - Including peer supervision, peer support networks, wellbeing support plans, or any other wrap around support structures that may address issues such as mental health-based stigma against peer workers.	

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NEW TO APPRENTICESHIPS?	
Do you have a designated apprenticeship lead or equivalent for your organisation's sector?	
How does the apprenticeship relate to existing training and levels of skill and competence within your workforce?	
Is your organisation **levy** paying?	
Do you currently have a partnership with a training provider? Are they aware of the Peer Worker apprenticeship?	
Will this be a continual professional development route for existing peer workers within your organisation or an entry route for new peer workers?	
If the apprentices are new starters how does the pay level relate to existing workers?	
Are you clearly communicating the entry requirements for the apprenticeship as well as the process for gaining **functional skills** if necessary?	
Do you have an agreement with a provider to onboard apprentices to the functional skills courses? Is this through your Apprenticeship Lead or equivalent?	

Healthcare
Apprenticeships

NHS
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NEW TO APPRENTICESHIPS?	
Are you able to support learners to gain their required functional skills training in advance of starting the apprenticeship if this is a requirement of your organisation?	
Whilst on programme, do you have a workplace mentor in place with arrangements for regular feedback and guidance sessions?	
Is there support in place for existing employees to take on the apprenticeship, i.e. workload, commitment to learning time, wellbeing support etc. What support do you have for peers with diverse educational backgrounds, abilities/disabilities and learning needs?	
Does your organisation have an agreed plan to ensure learners have enough time protected to meet the Off the Job learning required by the apprenticeship and do managers have a clear understanding of this requirement?	
Are you aware of the requirements an apprenticeship training provider needs to meet to be capable of delivering this apprenticeship? • **RoATP** • **Provider Directory**	

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EXPERIENCED WITH PEER SUPPORT AND APPRENTICESHIPS	
How does the apprenticeship relate to other training and apprenticeship routes? What are the progression opportunities? **Employer Toolkit**	
Have you identified and addressed barriers to progression for your peer roles?	
Are you working on creating opportunities for more senior peer roles in the future?	
How are you involving experienced peer workers as well as new - those who enrol on the apprenticeship?	
Are you creating opportunities for progression into assessors, coaches, tutors, and trainers etc? **Employer Toolkit**	
Have you selected your preferred training provider from the quality assured training providers on the Salisbury framework? • Paragon Skills • Dynamic Training • West Nottinghamshire College • Exeter College • Weston College To contract with any of these provider's contact **simon.dennis@nhs.net**	