

# Apprenticeship Roles & Responsibilities

## Apprentice

- Follow the apprenticeship structure set by the apprenticeship training provider and line manager.
- 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

## Employer

- Provide a contract of employment for the duration of the apprenticeship.
- Pay the correct wage rates
- Allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- Ensure the role helps the apprentice gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support
- Support the apprentice and line manager with work-related issues.
- Encourage consistent communication between line managers and the apprenticeship training provider.

## Line Manager

- Take part in the induction
- Manage the apprentice and agree an action plan
- Set clear expectations and objectives for the apprentice.
- Support the apprentice to follow the apprenticeship structure and achieve the goals set out by their individual learning plan.
- Frequently and consistently communicate with the apprentice and apprenticeship training provider.
- Encourage autonomy and self-expression of the apprentice.

Click here for further information on available standards including training providers and end-point assessment organisations.



An apprenticeship training plan must be signed by the apprentice, their employer and the training provider.

## Teaching & learning coach

- Ensure that the apprenticeship is achieved to the required standard and on time.
- Provide the required learning materials for the apprenticeship
- Provide support and work in partnership with the employer to best support the learner to reach success
- Raise any concerns
- Regular reviews
- Ensure learning plan goals
- Organise induction
- Organise meaningful learning activities
- Set the course of 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 oversees the training of apprentices.

