

Healthcare

Apprenticeships

Apprenticeship Tips

6 tips for getting ready to
welcome your apprentice

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Employing an apprentice

As a healthcare employer you may already be offering apprenticeships in your organisation or may be completely new to it

Either way it is important to have a few things in place to welcome your apprentice such as processes, contracts, mentors, study areas etc.

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Tip 2



Recruitment

Process

There are many apprenticeship standards available to choose from ranging from level 2 to 7. Before you can begin the process of recruitment you need to choose which apprenticeship you want to offer by looking at the standard to make sure it is the best fit for the role. Next you will need to find out what funding is available. You can estimate how much an apprenticeship may cost using this [tool](#).

In partnership with your chosen training provider, set up an account with the '[Recruit an apprentice](#)' service and advertise your vacancy. If your organisation and the training provider have specific entry requirements, make sure they are all included in the advert. Often applicants will need a combination of sector experience and academic credits, depending on the level of apprenticeship and demands of the role.

Apprentices are employees so should display the values your organisation usually look for as well as being eager to learn on the job.

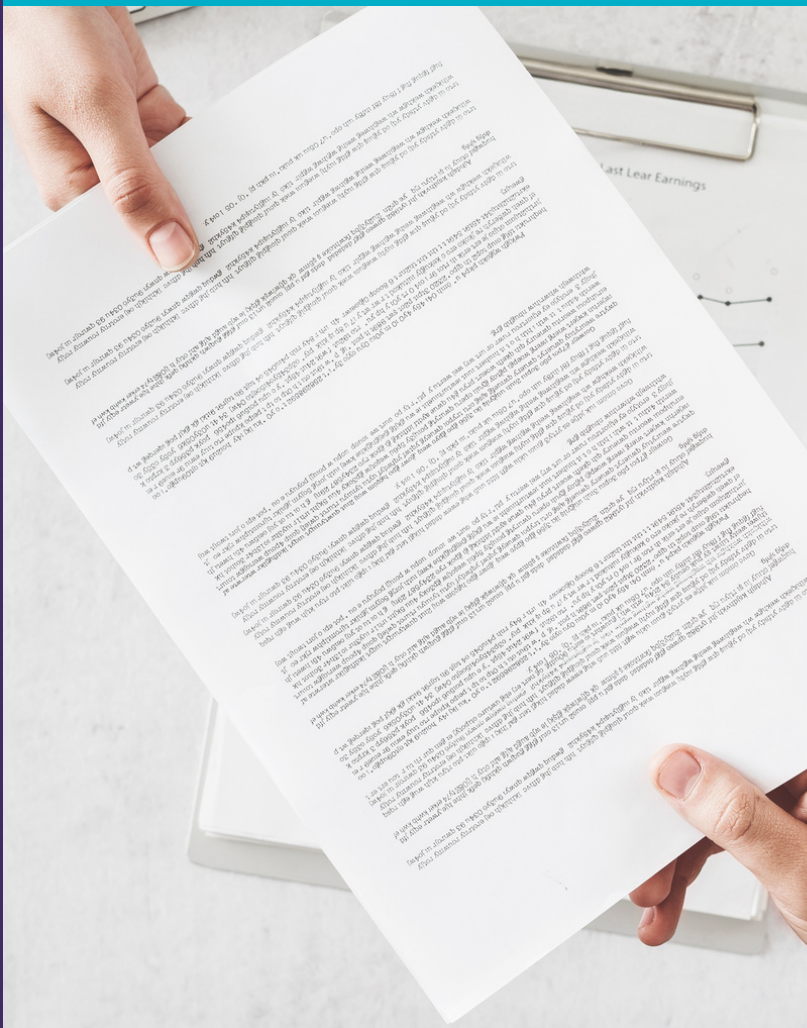
Training Plan

A training plan is vital to make sure the apprentice has the best possible experience during their apprenticeship, [click here](#) to access a training plan template.



Leave

Apprentices are salaried employees during their apprenticeship, therefore, you must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes: paid leave, sick pay and any benefits or support you offer.



Tip 3

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Contracts

Apply to all apprenticeships

Apprentices must have a contract of employment, a training plan and an apprenticeship agreement for the duration of their apprenticeship. You can download a template and further details of what it should contain from the government website [here](#).



Pay

You must pay your apprentice(s) at least the National Minimum Wage. Apprentices will be entitled to different rates depending on their age and what year of their apprenticeship they've completed. Their contract of employment should clearly state what wage they'll get.



Mentor

A mentor is vital to the apprentice's success

As a manager you'll work with your apprentice(s) to make sure they are meeting all the expectations outlined in their apprenticeship agreement. But your apprentice(s) will also need to be assigned a mentor for the duration of their apprenticeship. The mentor will play a unique role in the life of the apprentice(s) and will be there to guide and coach them throughout their apprenticeship.

A mentor will wear many different hats when mentoring an apprentice, they will act as a professional, a subject-matter expert, a reflective practitioner, a coach, a leader, a role model, a colleague and a teacher.

Tip 5

There are many things to be done before the apprentice is ready to join your organisation, but perhaps one of the most important things is to make sure they feel welcomed within your team/department.

Apprentices can be an existing member of staff taking on a new opportunity or they may be someone newly recruited into the apprentice role and in some instances the apprentice may be someone who is a young person and in their very first job.

It's vital that the apprentice feels welcomed and knows who to go to with different questions and/or issues, so make sure you introduce everyone who plays an important role in the day-to-day life of your apprentice.

The apprentice is there to learn but also to work, so if apprenticeships are something new in your organisation make sure the rest of the staff in the team/department are familiar with the apprentices limitations and what they can expect from them.

Welcoming environment

First impressions are very important



Tip 6



Even if your organisation already offers apprenticeships, you should take every opportunity with a new apprentice to learn and improve.

Once you've been through the apprenticeship programme, think about what you've learnt from the experience and refine your apprenticeships to offer an even better opportunity for your new recruits.

But make sure you gather feedback throughout the apprenticeship programme too, as apprenticeships can last as long as 5 years. Speak to everyone involved throughout the programme and make improvements where needed.

Apprenticeships are beneficial all around, they can take the pressure off a particular team/department, the apprentice may end up staying with your organisation once they finish their apprenticeship offering a life time of service, and it may attract even more potential employees. So it's important you are offering the best programmes you can.

Learn from experience

Each apprentice is unique and they will all teach you something different

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**"Life is better with an
apprentice"**



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