

Apprenticeship Roles & Responsibilities

1



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

2



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.

3



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.

Apprenticeship Roles & Responsibilities

4



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

5



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.



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



Find more of our useful printables and resources here.