**NITAL 10 Apprenticeship Tips**

**Select a training provider with strong success rates and Ofsted report** – *When establishing an Apprenticeship programme identify a provider who will meet your needs. A provider with the right credentials should have good success rates, a keen interest in the welfare of Apprentices and a good Ofsted report across all areas of delivery.*

**Initially assess and offer a trial to future Apprentices** – *Set some basic tasks and time with your business to help try and identify aptitude and a clear interest in what you are offering. Are they right for you and are you right for them. An Apprenticeship is a long term commitment for both parties, take the time to prepare adequately*

**Establish the programme content and map accordingly** – *Build an Apprenticeship programme with your provider and understand its requirements to best support your Apprentice and help them develop. Ensure your provider sticks to the plan and discusses any unplanned changes.*

**Let the Apprentice know the rules** *– This may be the first role your apprentice has had, give them all of the information they need to understand what it is to be an employee with your business. Tell them about holidays, start times, end times and what you expect from them*

**Maintain communication with your Apprentice and provider** – *It is important you make yourself accessible to your Apprentice, allow them to feel they are part of the team and you have time for them if they want to talk. Communicate effectively with your provider and keep them up to date of any changes*

**Give them responsibility and allow them to gain experience** – *The very best Apprentices are given responsibility and the opportunity to gain knowledge on a regular basis, it is important they feel they have a key role to play with your business. Contrary to popular opinion Apprentices are keen to take on responsibility and have a high level of commitment to their employers.*

**Ask their opinion** – *Apprentices should be given the opportunity to tell you what they think. They have ideas, a different way of looking at things and could identify new and better ways of working. It is important they feel their opinion counts.*

**Pay them what they are worth** – *You know what an Apprentice is worth to you, ensure their salary reflects this. You will invest a great deal of time to developing your Apprentice, don’t allow them to leave because they feel undervalued.*

**Allow them to grow** *– Apprenticeships are an ideal way to train and develop individuals with potential. They may already be able to demonstrate a clear interest and aptitude for a specific discipline but in number of cases they may not, embrace this, give them the opportunity to develop, you will find this will always benefit your business*

**Look internally** – *You may have individuals within your business that would benefit from a structured training and development programme. With Apprenticeship funding available for anyone aged 16 upwards they are a well worth a look and could be the answer to your long term succession planning needs.*