



Supporting your Apprentice *Employer Checklist*

Before they start	
Understand the apprenticeship your employee is undertaking.	
Know who their training provider and main contact are.	
Understand your role and responsibilities as an employer.	
Identify someone they can go to for support.	
Makes sure they have the equipment and resources they need.	
Support their learning	
Give them appropriate time for their apprenticeship learning and off-the-job training.	
Ask what they are currently learning.	
Help them apply their learning in the workplace.	
Give them opportunities to learn new skills and gain experience.	
Encourage them to ask questions and take ownership of their development.	
Create opportunities	
<i>Where possible within your sector, look for opportunities for your apprentice to:</i>	
Shadow colleagues.	
Attend meetings or events.	
Learn new systems or processes.	
Work with different teams or departments.	
Take part in projects.	
Take on new responsibilities.	
Apply their apprenticeship learning to real workplace situations.	
Work with the training provider	
Attend or contribute to progress reviews.	
Share relevant feedback about your apprentice.	
Raise concerns as soon as possible.	
Discuss opportunities for future development.	
Follow up on any agreed actions.	
Quick check...	
<i>Ask yourself "am I giving my apprentice..."</i>	
Enough time to learn?	
Opportunities to develop?	
Regular feedback?	
Support and encouragement?	
Opportunities to apply what they're learning?	
A safe environment to ask questions?	
The chance to become more confident and independent?	
The support they need to succeed?	