Line manager Guidance

'What good looks like' for line managers in supporting ATAC apprentices

ATAC
Advanced Therapies Apprenticeship Community

Recruitment

- Identify how you can showcase the benefits of working within your team
- Offer informal talks to potential delegates who are interested
- Consider any local outreach that you can do to attract talent

On-boarding

- Identify how you will be able to support 20% off the job learning and agree this with your apprentice
- Send apprentice details to your training provider and agree an enrolment date
- Explore how your apprentice will be able to gain opportunities to demonstrate knowledge, skills and behaviours towards their apprenticeship

Induction

- Start your local induction, e.g. meet the team, tour of their base
- Attend enrolment meeting with training provider (where applicable)
- Arrange for your apprentice to have a 'buddy' to provide day to day support
- Agree personal development plan and objectives
- Provide any equipment they need

In the first 12-months

- Hold at least monthly one to one meetings to 'check in' and discuss progress and support
- Feedback progress to training provider, raising any support needs as and when identified
- Agree a mentor who can work with your apprentice
- Attend any ATAC and/or Regional Networking events that you're invited to
- Feedback progress to ATAC
- Agree an internal end-point assessor

On-going support

- Release your apprentice to attend apprenticeship and ATAC activities (part of 20% off the job learning)
- Follow relevant HR policies/practices – e.g. appraisals
- Support and arrange any ATAC employer led events, e.g. by hosting them where you can

EPA

- Meet with apprentice and training provider to agree progression into End-Point Assessment (EPA) gateway
- Enable all support identified
- Provide the necessary off the job learning time to ensure your apprentice to succeed

Successful achievement

- Promote your apprentice's success in the workplace
- Explore progression pathway for your apprentice, such as, a permanent role and a higher-level apprenticeship to continue their learning
- Attend award/graduation events