

How apprentices may differ to your employees

Line Managers Guide

You should treat your apprentice in the same way as you would with any other employee that works for you. There are some differences that you should be aware of, that this document provides an overview of, however in terms of how you lead and manage your people, treat your apprentice in the same way. These aspects will apply for new apprentice recruits in addition to using apprenticeship to upskill existing employees – those that apply to new recruits only are highlighted in grey.

Travel and expenses would be paid from company budgets

Your apprentice should receive an 'Apprenticeship Agreement' and 'Commitment Statement' when they join you – this is different to employment terms and conditions They will be required to work towards the commitments within their apprenticeship programme – for skills, knowledge and behaviour. This will count towards their 20% off the job learning time

They will be working towards an accredited apprenticeship training programme, through a registered training provider and assessed by an independent end-point assessment organisation

Apprentices are studying and working at the same time

They will need to be supported with 20% off the job learning time during working hours to study towards their apprenticeship (approx. 1 day per week – flexible for the duration on the apprenticeship programme)

Apprenticeship funding can be accessed via the levy or co-investment – apprentice does not need to repay

Recruitment adverts need to be advertised for a minimum of 2-weeks on the apprenticeship gov.uk webpage

Pay your apprentice at least the national minimum wage – ATAC can provide you with industry average salaries for apprentices

Apprenticeship Agreement with employer to cover full duration of apprenticeship programme and End-Point Assessment. Plus, willingness to extend if needed

Your apprentice may be new to the world of work, therefore patience and a buddy may be helpful

80% on the job learning whilst working. This will be working towards being occupationally competent upon completion

You may recruit a younger apprentice aged between 16 to 18. There are different legal requirements for working with hazards and working time/breaks. We would encourage you to speak to your HR and H&S teams for further information.

Meet with your training provider and apprentice on a regular basis to discuss progress/support

For further information on the role of ATAC – visit our webpage