

Apprenticeships Manager's checklist

Scotland – Modern Apprenticeship (MA) in Life Sciences

Your step by step checklist on what to expect and what to consider when supporting an apprenticeship opportunity in Scotland.

Where there is an action, there is a box for you to tick for ease of reference and a record. The checklist is separated into four sections as different activity will need to be considered depending on if you are recruiting externally for an apprentice (i.e. a new starter) or you are upskilling and developing an employee that is already employed by you (i.e. existing employee).

The Advanced Therapies Apprenticeship Community (ATAC) and your training provider (College) are available to guide you through the process, if needed.

Identifying the apprenticeship and apprentice	
Activity	Action
Identify a genuine job role that could be a potential apprenticeship opportunity for a new starter or an existing member of staff who is interested in starting an apprenticeship for development, such as a Laboratory Technician	<input type="checkbox"/>
Based on their occupation (their job role), assess if there is a suitable apprenticeship programme available. See information at; https://www.apprenticeships.scot/browse-frameworks/modern-apprenticeships/life-science-and-related-science-industries/employer-life-science-and-related-science-industries/	<input type="checkbox"/>
Ensure you can meet the requirements for your apprentice to study towards their apprenticeship, e.g. you can provide them with day release to attend college, time to spend learning on-line, support within the workplace, you can employ them for the duration of their apprenticeship (2-3 years)	<input type="checkbox"/>
Consider the type of apprentice that you would like to recruit/support, as follows: <ul style="list-style-type: none"> • A school leaver (completes full MA in Life Sciences; HNC, Core skills and SVQ) • A student who has recently achieved an HNC (completes Core Skills and SVQ which means the MA would be just work based, plus option to study towards HND which would be optional and require attendance at college) • Existing employee (can complete either of the two options above) 	<input type="checkbox"/>
You could also consider employing an apprentice who is already studying towards an apprenticeship but is/has been made redundant from their employer. There is financial assistance available for employers who offer a redundant MA apprentice employment. Information about this can be found at: https://www.ourskillsforce.co.uk/invest-in-young-people/adopt-an-apprentice/	<input type="checkbox"/>

You can access further information about apprenticeships at: https://www.apprenticeships.scot/for-employers/	<input type="checkbox"/>
Select your apprenticeship training provider – ATAC can support you with this	<input type="checkbox"/>
Recruitment and selection of your apprentice (for new starters)	
Activity	Action
Obtain authority for your vacancy in the normal way – you must have a genuine vacancy. The apprentice’s salary will be paid from your own budget. You may find the following link useful to assist with this: https://scottishlivingwage.org/	<input type="checkbox"/>
Create a recruitment profile and advert for your apprentice vacancy - salary should be paid as advertised and may want to be reviewed after year one to align with your company’s internal policy. You should also link about entry requirements for your role, such as prior qualifications. An example of entry requirements could be (but not exclusive to): <ul style="list-style-type: none"> • Two Highers - including Maths and a science subject (ideally Biology or Chemistry) and four Standard Grades at Level 3 or National 5 awards or above including English • Successful completion of a relevant access course or an appropriate group of National Qualification units • Applicants who do not meet this criteria but have relevant experience or alternative qualifications will be considered <p>ATAC have templates that can support you with this.</p>	<input type="checkbox"/>
Agree with your training provider (college) how they will support you with your recruitment. Some providers offer a free recruitment service, i.e. reviewing CV’s and selecting suitable candidates for you to interview. You may wish to do this yourself; it is your choice.	<input type="checkbox"/>
Once you have approval for your vacancy and have finalised your recruitment profile and advert, advertise this via your normal recruitment mechanisms to ensure maximum coverage of your advert.	<input type="checkbox"/>
Arrange for your advert to be placed on the Apprenticeships.Scot website. You will need to register an account. You can do this by clicking here . This will be distributed through SDS medica channels.	<input type="checkbox"/>
Complete your recruitment and assessment activity (your local HR and ATAC contact can support you with this). The training provider will obtain copies of the successful candidate’s qualifications.	<input type="checkbox"/>
Once your recruitment and pre-employment clearances (references, qualifications, health and well-being, DBS check – if needed, etc) have been completed, agree a start date. Inform the training provider of this.	<input type="checkbox"/>

Issue your apprentice with your apprenticeship T&C's, with details their apprenticeship programme, commitment, terms of conditions and entitlements (your local HR contact can support you with this). If you have any queries about this access the free helpline at: https://help.apprenticeships.scot/hc/en-gb/categories/360000628234-Employers	<input type="checkbox"/>
The same process and policies apply to an apprentice as to any other new starter. Probation and induction processes will apply; this includes mandatory training, health and safety requirement, appraisals and performance reviews. Apprentices should be able to access all the same rewards, benefits and entitlements as everyone else, such as annual leave, pension, HR policies etc.	<input type="checkbox"/>
Consideration should be taken on the age of the apprentice entering the business and practices may need to be adapted to support younger workers (16 to 18-year olds), if applicable. Ensure you comply with younger worker rights.	<input type="checkbox"/>
Employer contributions towards the funding of your apprenticeship will apply depending on your apprentice's age. See college information for details of this.	<input type="checkbox"/>
Contact your apprenticeship training provider (college) to agree an enrolment date and next steps	<input type="checkbox"/>
For a new starter, create an induction plan which outlines key activities and training for their initial period in the role, e.g. four weeks. We recommend that you consider additional support for an apprentice, for their induction and for the duration of their programme. Some examples of support:	<input type="checkbox"/>
Plan for the apprentice to gain an understanding of the organisation, your department and how everything works. They could have a tour of site, shadow other job roles as part of their induction and/or attend any site meetings to observe.	<input type="checkbox"/>
Conduct a welcome day (supports the first point)	<input type="checkbox"/>
Arrange regular one to one meetings to ensure they are enjoying their role, progressing with their apprenticeship and feel supported	<input type="checkbox"/>
Consider a colleague within the team becoming a 'Buddy' for the apprentice – acts as a first point of contact for any queries or support needs	<input type="checkbox"/>
Consider other developmental programmes offered internally	<input type="checkbox"/>
Ensure that you agree how you support any off the job learning (study time away from their day to day job role) in advance and pre-plan this into diaries.	<input type="checkbox"/>
Ensure that you follow your probation and induction policy (if you have one in place)	<input type="checkbox"/>

The Apprenticeship journey	
Activity	Action
The training provider will hold the initial meeting with yourself and your apprentice to enrol them onto programme. You should attend this.	<input type="checkbox"/>
The training provider will arrange to regularly meet with the apprentice informally (on a one to one basis) for the duration of the programme.	For info
The training provider will arrange formal review meetings on a regular basis (minimum of quarterly basis). You will be required to attend these meetings to obtain direct feedback from the training provider on progress and any support requirements. You will also need to liaise with the training provider throughout to ensure that the apprentice's work/tasks meet the requirements (evidence) for their workplace units, hence the importance of you attending these formal review meetings.	<input type="checkbox"/>
You are encouraged to hold regular one to one meetings with your apprentice throughout their programme, to ensure they are progressing well and are supported throughout. If you have any queries or require any support, the training provider is your first point of contact.	<input type="checkbox"/>
If you have any concerns, there is a change in circumstance for your apprentice or a need for additional support or clarity, please speak to your training provider at your earliest opportunity.	For info

For information on ATAC and useful resources please visit our website at: <https://advancedtherapiesapprenticeships.co.uk/>. Alternatively, please contact ATAC Scotland representative, Laura Bennett, via email at laura@unitt.net