

# Apprenticeship Roles & Responsibilities



## Apprentice will:

- Be self-sufficient and responsible
- Commit to completing the entire apprenticeship programme
- Attend regular teaching and learning/review activities
- Complete off the job training and home studying required
- Carry out the requirements of the job description
- Put learning into practice at work

## The Council will:

- Provide a contract of employment and apprentice agreement for the duration of the apprenticeship and pay the agreed wage
- Allow the apprentice to attend external off-the-job training and assessments as part of their paid working hours
- Ensure the apprentice role helps them gain the knowledge, skills and behaviours they need to achieve
- Encourage a culture of support and communication to help the apprentice, line manager and apprenticeship training provider achieve consistent goals

## Workplace Mentor will:

- Work with the Line Manager to ensure apprenticeship success
- Share their knowledge and experiences
- Provide advice, guidance, and feedback
- Offer encouragement and support
- Celebrate the apprentice's success
- Identify development opportunities
- Build an apprentice's confidence, independence, and self-belief
- Support personal development and wellbeing alongside the line manager

## Line manager will:

- Carry out induction with the apprentice, talk through their objectives and goals and agree a training plan
- Set out what is expected of them, for example, dress code, time management and general work behaviours
- Provide an understanding how apprentice role fits with the team and wider organisation
- Carry out regular one-to-one meetings with the apprentice as part of usual performance management
- Support the apprentice to follow the apprenticeship standard and complete their individual training plan
- Ensure clear and frequent communication with the apprentice and training provider
- Help the apprentice achieve the apprenticeship to the required standard and on time
- Attend progress review meetings
- Support personal development and wellbeing alongside the workplace mentor

## Training Provider will:

- Enrol the apprentice onto an apprenticeship that is appropriate for their job role and experience.
- Establish goals and timely targets with the apprentice and line manager
- Identify the apprentice's training and development needs through individual training plans
- Remind apprentices of their deadlines and assessment dates to ensure evidence is uploaded on time.
- Conduct regular progress reviews involving the line manager
- Provide support and guidance to help the apprentice prepare for End Point Assessment (EPA)
- During EPA ensure the apprentice understands the assessment methods, the evidence expectations and that they feel confident and ready for EPA.
- Ensure the employer is aware of the EPA requirements and is able to support the apprentice



Training Plan Agreement must be signed by Apprentice, Line Manager and the Training Provider