



## Your support role as Employer

Support your candidate apprentices by:

- ▶ making sure they are fully aware of the commitment required . how long it will take and what is required of them. (TQ will reinforce this when they induct him onto the scheme);
- ▶ engaging with your learner and monitor his progress; provide encouragement and give positive feedback. Remember, your apprentice will become a valuable asset to your business;
- ▶ seeing what resources you can provide . this could include a training room or somewhere suitable, access to a PC or laptop with Internet connection, a mentor at work who could support the apprentices. Perhaps you have in-house training they can undertake such as Health & Safety or Manual Handling;
- ▶ ensuring all staff, especially Line Managers are aware of your commitment to the apprenticeship scheme, their support will be invaluable to the apprentices timely progress towards completion of the award.

Although we strive to minimise the impact of the training on your organisation, there will be times when we need the full attention of your apprentices. An example could be time required for online testing or providing training.

We will of course liaise closely with you to allow ample time to arrange cover for these occasions and work hard to keep them to a minimum.