

GET AHEAD

abridged

A GUIDE FOR LINE MANAGERS OF APPRENTICES



PART OF OUR

GETAHEAD

SERIES

 Refreshed
for 2024



WELCOME

So you're an apprentice's manager...

As a line manager, you hold a pivotal role in shaping the future success and development of your apprentices. Your mentorship, support, and guidance can significantly influence their professional growth, skill development, and career paths.

This abridged version of the Get Ahead guide is crafted to arm you with essential tools for effective apprentice management and mentorship. Whether you're new to this role or bring years of experience, this guide is here to help you navigate the unique challenges and opportunities that come with managing apprentices.

We recognise that managing apprentices requires a distinct approach compared to other team members. Apprentices can be enthusiastic learners, passionate about their career journeys, and brimming with untapped potential. They may contribute fresh perspectives, innovative ideas, and a strong desire for growth. As their manager, it's your responsibility to cultivate an environment that nurtures their development and empowers them to thrive.

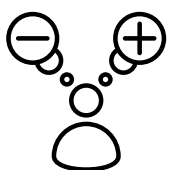
The full version of this guide is available to partners of the Association of Apprentices. If you are interested in partnering with us email us [here](#) or visit our website to find out more.

[Find out more](#) >



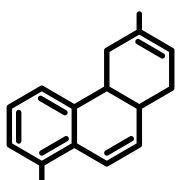
getting STARTED

Here are 8 top tips for supporting apprentices:



1. Clarify Expectations:

- Set clear expectations for the apprentice's role, responsibilities, and goals.
- Discuss the apprentice's learning objectives and career aspirations.
- Review the Apprenticeship Standards to ensure tasks fulfil the requirements outlined in their apprenticeship standard. Find standards here: [IfATE](#).
- For apprentices with additional needs, including mental health ensure to access support which you can find [here](#).



2. Provide a Structured Onboarding:

- Ensure the apprentice receives a comprehensive orientation to the workplace, including safety protocols.
- Introduce them to team members and key colleagues.



3. Assign a Mentor or Buddy:

- Appoint an experienced employee to serve as a mentor or buddy to guide the apprentice.
- Encourage regular meetings for guidance and feedback.



4. Offer Training and Development:

- Provide access to relevant training programmes, workshops, or courses to support the apprentice's learning journey.
- Encourage attendance at relevant industry events and conferences.
- Ensure you understand [Off-The-Job training requirements](#).
- Maintain a strong relationship with the training provider is crucial for success.



5. Provide Regular Feedback:

- Conduct regular check-ins to discuss progress and adjust goals as needed.
- Regularly evaluate the apprentice's overall performance and development.
- Use this information to adjust the learning plan as necessary.

Apprentices tell us that weekly one to ones with their manager can be highly beneficial. A possible structure could involve three learning and development discussions per month, followed by one deep-dive discussion into recurring challenges.

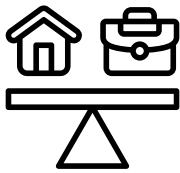


getting STARTED - Continued.



6. Set Realistic Goals:

- Establish achievable milestones and goals to track the apprentice's progress.
- Ensure goals are challenging but not overwhelming.
- Collaborate with the training provider and skills coach to monitor progress and ensure alignment with expected milestones.



7. Monitor Work-Life Balance:

- Be mindful of the apprentice's workload and work-life balance.
- Promote a healthy work environment to prevent burnout.



8. Prepare for Transition:

- Plan for the apprentice's transition to a full-time role or the next phase of their career.
- Offer guidance on job searches and professional growth.
- Ensure they apply for the [Post-Apprenticeship Recognition Scheme](#) once they have completed to receive formal recognition for the skills gained during their apprenticeship to validate their achievements.
- Where feasible within the company, assist the apprentice in planning for their succession role from early on.

By following this list, you can help apprentices to thrive in their roles, develop valuable skills, and make meaningful contributions to the organisation while also building a strong talent pipeline for the future.

SIGNPOST THESE

- Any UK apprentice can join AoA Apprentice Meet Up events for free. These in-person socials and are a mix of development and networking which can count towards off-the-job training - [Check out AoA's Latest Events Here](#)
- [CV, applications and interviews guidance on AoA Learn](#)

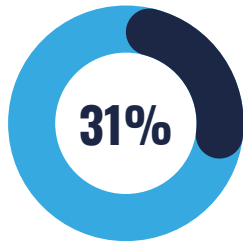


getting STARTED

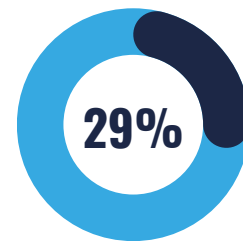
insights and info

“My manager has supported me through my apprenticeship by allowing me to experience new opportunities and lead on some projects.” - Member

AoA Connect is a networking platform by the Association of Apprentices (AoA) to connect apprentices with various opportunities and support networks. It serves as a hub for apprentices to access resources, share experiences, and engage with fellow apprentices across different industries. Offering a range of features, including webinars, networking events, and access to exclusive apprenticeship opportunities, we also check in with the community to understand apprentices’ wants and needs. Here are a few relevant findings:



members said offering constructive feedback and coaching is the most effective action their line managers could take to support them



members said lack of communication and guidance is the most detrimental way that a line manager can impede progress

The top 3 things that would make apprenticeships easier to achieve without lowering educational standards are:

- 1 Having a mentor who has been through the same process as me
- 2 More time to complete off-the-job training
- 3 More interesting or engaging content/activities

Myth Busting

Not all apprentices are school leavers

- 2 Nearly two thirds of our apprentice members are aged 25+
- 3

Useful resources for partners:

[Onboarding tips for managers](#) For your new employees, onboarding can be an overwhelming experience. Here are some tips to make the transition smooth and less stressful.

Watch this webinar: [Line Managing Apprentices – Virtual Roundtable Discussion](#) with the Association of Apprentices and Grant Thornton

WHAT'S IN IT FOR YOU?

The Association of Apprentices is an exclusive community providing the tools to maximise the apprentice experience.

If you have any queries or for more information on becoming a partner, email us [here](#).

By partnering with us, you can meet social value objectives, provide quality kite marks for prospective apprentices, and enhance the overall experience for your apprentices.



WITH THANKS TO

All of AoA's Founding Partners, Advisory Partners and Corporate Partners

Amazon

AoA's Apprentice Council

AoA Members

Bellway Homes

KPMG

Thames Water



Apprentices gain access to:

Our low-cost membership offers various benefits including access to:

- Development - Resources to support development, off-the-job training and CPD Including our monthly, virtual expert masterclass series
- Events – Career advancement and networking across the UK
- Community - A social and professional online network, creating a safe space for apprentices to meet, seek advice and share experiences
- AoA Voice - Unique community insight through a platform where apprentices to share their views to support policymaking and working practices

We currently have a growing list of 20,000 apprentice members and 100+ partner organisations.

Jo Simovic, Senior DEI Program Manager at Amazon UK, acknowledges the benefits of AoA:

“We are committed to providing an amazing apprenticeship experience and are measuring ourselves against external benchmarks. Our strategic approach includes partnering with AoA, which has resulted in increased NPS scores and a sense of community among apprentices.”