

BPIF
TRAINING

EMPLOYERS GUIDE
ONBOARDING YOUR APPRENTICE



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A well-structured onboarding process is key to ensuring your apprentice settles into their new role and starts on the right foot. Providing the right support from day one will help them integrate into your team and ensure they understand their responsibilities and training plan.

INDUCTION

When welcoming your apprentice, it's important to provide them with a clear introduction to the workplace. A well-organised induction should cover:

- ♦ **Introduction to the Company:** Give your apprentice an overview of the business, its culture, and how their role fits within the organisation.
- ♦ **Role Expectations:** Clearly explain their responsibilities and what's expected of them during the apprenticeship.
- ♦ **Health and Safety:** Ensure they understand the workplace safety protocols and any industry-specific regulations.
- ♦ **Assigning a Mentor:** Assigning a mentor or buddy is highly recommended. This experienced team member will be a key point of contact for the apprentice, offering guidance and support as they navigate their new role.

A thorough induction will give the apprentice the confidence to begin contributing to the team while ensuring they feel supported in their development.

CREATING A TRAINING PLAN

A structured training plan is essential to help apprentices balance their work responsibilities with their learning goals. BPIF Training works closely with employers and apprentices to develop a training plan that integrates:

PRACTICAL EXPERIENCE

The apprentice will gain hands-on experience in their role, applying the skills they are learning in real time.

LEARNING OPPORTUNITIES

Off-the-job learning, which must account for at least 20% of the apprentice's time, will include activities like workshops, online courses, or shadowing more experienced staff.

SKILL DEVELOPMENT

The training plan will outline the key skills, knowledge, and behaviours the apprentice will develop throughout the programme.

BPIF Training provides ongoing support in crafting this plan, ensuring it is tailored to both the apprentice's needs and the employer's business goals.

ONGOING SUPPORT

Regular check-ins and reviews are essential to monitor the apprentice's progress and ensure they are developing as expected. BPIF Training will work with both the apprentice and the employer to conduct:

- ♦ **Progress Reviews:** Scheduled every 12 weeks, these reviews assess their progress against the course's Knowledge, Skills and Behaviours, how well the apprentice is performing, identify any areas for improvement, and ensure they are meeting the required standards.
- ♦ **Feedback and Guidance:** Apprentices benefit from constructive feedback, helping them understand what they are doing well and where they can improve.
- ♦ **Adjustments to the Training Plan:** If necessary, the training plan can be adjusted based on the apprentice's progress or any changes in the business.

CONTACT US

To find out more about our Apprenticeships or the onboarding process, please contact our team at training@bpif.org.uk or call us on 01676 526 060.

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