

# HOW TO BE APPRENTICESHIP READY

A GUIDE FOR EMPLOYERS

## AN APPRENTICESHIP IS A LONG TERM TRAINING AND DEVELOPMENT INVESTMENT

*So investing in apprenticeships needs to be the right decision for your organisation and for the apprentice*

**THE MOST SUCCESSFUL APPRENTICESHIPS HAVE SIGNIFICANT EMPLOYER INVOLVEMENT THROUGHOUT**

## 7 STEPS TO GET APPRENTICESHIP READY

1

### Formalise your company's skills strategy

Where does the business need to be in the next one, five, ten years, and what skills does it need to get there?



2

### Carry out a skills gap analysis

What skills does your company already possess through its employees? You should map current skills and existing employee progression pathways so that you can identify immediate and future skills gaps

3

### Plan how to fill skills gaps

What is the best way to fill the identified skills gaps? Should they be filled by existing staff or will you need to bring in new employees? What training methods are most suitable to support employees in developing the required skills?



Apprenticeships are appropriate if you want to invest in longer term future skills needs, and you are developing staff who have little or no prior knowledge and skills in that role.



Apprenticeships are not appropriate for filling immediate short term skills gaps, or if you are developing staff who are already experienced in the role.

4

### Identify relevant apprenticeship standards

Use the [IfATE Apprenticeship Standards Search Tool](#) to find the apprenticeship standards that will fulfil your skills needs



5

### Write a job description for your apprentice

The apprentice job role will need to combine the requirements of the business with the requirements of the standard, so you will need to build a job description that covers both of these

6

### Engage with a training provider

Once you have a good understanding of your business needs, and have identified the relevant apprenticeship standards, you can then engage with training providers to deliver those apprenticeships

7

### Prepare your team

Prepare your teams for their involvement with the apprenticeships, and promote the value of apprenticeships within the organisation. Provide managers with the training and guidance that they need to be able to support their apprentices, and define the on-the-job training and mentoring support that you will give your apprentices



For advice, or support with any of these activities

#### TALK TO US

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