**Checklist – Building high-quality apprenticeship opportunities**

*While the student is still doing their T Level course and industry placement*

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| Category | What you can do to prepare for the apprenticeship | Yes | No |
| Setting expectations | 1. Give the student a clear picture of what the apprenticeship involves and how it builds on the work they have been doing on their industry placement
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| 1. Clearly outline the responsibilities and performance expectations for the apprenticeship role, e.g. in a job description and/or role profile
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| Onboarding | 1. Develop a comprehensive onboarding programme specifically tailored to help the student hit the ground running when they start their apprenticeship
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| 1. Plan a fast-track orientation process including introductions to new team members so that the student can start to contribute quickly and effectively
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| Mentoring | 1. Assign a dedicated mentor to help the student take the step from being a student on an industry placement to being an apprentice and employee
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| 1. Task the mentor to provide guidance, support, and regular check-ins throughout the apprenticeship
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*When the student starts their apprenticeship*

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| Category | What you can do to make the apprenticeship a success | Yes | No |
| Allocating work | 1. Start by giving the student tasks that are familiar from their industry placement, then progressively introduce new challenges and different areas of work
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| 1. Provide opportunities to take on more complex activities and projects as their skills and confidence develop
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| Integration with the team | 1. Facilitate team-building activities to help the student become a full member of their team
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| 1. Encourage collaboration and co-working between the student and more experienced team members
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| Training and development | 1. Give the student rapid and timely access to relevant training programmes, workshops, and courses so they build their skills quickly
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| 1. Support the student in any further education opportunities they take up, including degrees and Higher Technical Qualifications (HTQs)
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| Career progression | 1. Keep the student well informed about potential career paths within the organisation and the industry
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| 1. Discuss long-term opportunities and how the apprenticeship contributes to future career growth
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