**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 |  |  |
| 1. Clearly outline the responsibilities and performance expectations for the apprenticeship role, e.g. in a job description and/or role profile |  |  |
| Onboarding | 1. Develop a comprehensive onboarding programme specifically tailored to help the student hit the ground running when they start their apprenticeship |  |  |
| 1. Plan a fast-track orientation process including introductions to new team members so that the student can start to contribute quickly and effectively |  |  |
| 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 |  |  |
| 1. Task the mentor to provide guidance, support, and regular check-ins throughout the apprenticeship |  |  |

*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 |  |  |
| 1. Provide opportunities to take on more complex activities and projects as their skills and confidence develop |  |  |
| Integration with the team | 1. Facilitate team-building activities to help the student become a full member of their team |  |  |
| 1. Encourage collaboration and co-working between the student and more experienced team members |  |  |
| Training and development | 1. Give the student rapid and timely access to relevant training programmes, workshops, and courses so they build their skills quickly |  |  |
| 1. Support the student in any further education opportunities they take up, including degrees and Higher Technical Qualifications (HTQs) |  |  |
| Career progression | 1. Keep the student well informed about potential career paths within the organisation and the industry |  |  |
| 1. Discuss long-term opportunities and how the apprenticeship contributes to future career growth |  |  |