



# Guide to Running a Successful Apprenticeship with IPS





this may not be practical on all occasions. It is critical though, that the IPS trainer has an opportunity to speak with the mentor or line manager at the end of the review. This is a two-way process so you, and IPS, can exchange any information which will help the apprentice's development.

#### **IPS Commitment:**

If your Apprentice is on block or day release then IPS will send you a progress report at the end of each block or term.

It has been noted that companies who maintain direct contact with their learners through block release get better outcomes from their apprentices. IPS recommends that you keep in touch regularly, at least once every term. IPS welcomes visits from your company to North Bank House to meet with your apprentice. If you don't want to visit regularly you can use video or phone calls to support them.

### **SUPPORT THEM WITH CLARITY**

Personal support is essential to ensure they are happy and coping with their new work and study commitments.

Set clear their objectives, and expectations. Apprentices are unlikely to know what you expect of them unless you set it out in a clear and friendly manner. Clarity at the beginning of the Apprenticeship can avoid many potential pitfalls later.

Give them effective supervision, they may find it hard to ask for help, so make sure you, or your team, is approachable and have the time to guide them appropriately.

### **PRACTICE WHAT YOU PREACH**

Young Apprentices are especially impressionable and learn as much from what they see you and your team doing as they do from being told what to do. Following working practices are an important part of the Apprenticeship, taking shortcuts can lead to difficulty gaining an Apprenticeship, make sure you set a good example!

### **SAFEGUARDING, PREVENT, EQUALITY & DIVERSITY**

If your Apprentice is under the age of 18 or is a vulnerable adult, you will have to take precautions to ensure they are properly safeguarded.

Prevent is the government's programme to reduce the risk of radicalisation and terrorism.

You will need to ensure that employees who have regular contact with your apprentice have an awareness of safeguarding and Prevent.

#### ***The following are all safeguarding / Prevent issues:***

Physical abuse, sexual abuse, emotional abuse, neglect, financial abuse or theft, discrimination, bullying, cyber bullying, mental health issues, grooming, radicalisation.

## **Taking on an Apprentice is a significant investment for your company. The more involved you are with the Apprenticeship the more likely it is that you will get a loyal and skilled employee at the end of their training.**

### **WELCOME THE APPRENTICE**

Day one of the Apprenticeship may be the first day the Apprentice has been employed. If they are new to your company plan for their first day.

Decide who will meet them and introduce them to your team. Have a simple induction programme ready for them – who are they going to meet on day one, what do they need to know about their workplace and how soon? Who else do they need to meet and when?

#### **IPS Commitment:**

If your Apprentice is due to be on day or block release to IPS then IPS will deliver an induction for their release period when they first attend IPS facilities. This does not replace the workplace induction you will carry out.

### **ASSIGN A MENTOR**

It is best practice to set your Apprentice up with a suitable mentor. Choose someone that the Apprentice can talk to throughout their apprenticeship, whether they are working directly with them or not. It is important that the mentor is approachable and a good role model so your apprentice has someone who can set the standard of behaviour and values you would like them to develop.

Ideally the mentor will be someone who has had a similar work background so they can understand some of the difficulties an apprentice may experience. It is highly recommended that the mentor is not the line manager.

Make sure the mentor understands the role and has the time and willingness to support the Apprentice.

Useful Link:

<http://alphi.org.uk/Mentoring-Handbook.pdf>

IPS offer a NCFE Level 2 Award in Mentoring. Contact us for further details.

### **REVIEW THEIR PROGRESS REGULARLY**

The Apprentice's line manager should keep a track of their progress. A regular chat, say monthly, where their skills, knowledge and behaviours are discussed, from the beginning of the Apprenticeship through to completion.

Have an open ear and take the time to listen to your Apprentice and the staff they work with. Keep in contact with their mentor, they may have deeper insight.

#### **IPS Commitment:**

When your Apprentice is learning in your workplace IPS will meet with them regularly to check on progress against the criteria of the Apprenticeship, deliver some training and direct the Apprentices learning, including identifying off the job training that may have taken place. It is vital that the Apprentice be given at least 2 hours for this regular review as there is a lot to cover in this meeting. IPS will meet with your Apprentice every 4 to 6 weeks.

It would be ideal if the line manager, or mentor is available for this review, however



IPS offer a Level 2 Certificate in Understanding Safeguarding and Prevent distance course.

**IPS Commitment:**

IPS issue a Safeguarding and Prevent card to all new Apprentices. This card has various contact details for organisations that can help the Apprentice. Your Apprentice can raise any concerns they have with their IPS Trainer. IPS also has two designated Safeguarding officers who can assist both the Apprentice or the employer with further support.

Contact us for further details.

**20% OFF THE JOB TRAINING**

Apprenticeships now includes a requirement for 20% Off the Job Training (OJT). Depending on the type of Apprenticeship this can be easily achieved or may take some planning.

**IPS Commitment:**

At the start of the Apprenticeship IPS will calculate the required amount of OJT and help identify elements that exist naturally in the Apprenticeship. For some apprenticeships IPS offers block or day release but this is not the only way to meet the requirement.

As part of the sign-up process both your Company representative and IPS will have detailed any planned training that counts

towards OJT. If you have not been involved in this process, ask for a copy of this paperwork from your company representative. It is also a good idea to share this with the Apprentice's line manager and mentor.

IPS has produced an information handout to help explain the types of activities that count towards the 20% OJT requirements. This handout is available for download on our IPS Apprenticeships website. It is a good idea to share this with the staff that work with your Apprentice.

**INFORMATION, ADVICE AND GUIDANCE BY IPS**

As part of the Apprentices' initial assessment IPS carries out an IAG session. This takes the form of talking to your Apprentice about the apprenticeship, whether it is the best option for them, what the Apprenticeship can lead to as a career and what other learning opportunities may be suitable at the end of their Apprenticeship.

A Company representative is invited to this meeting to ensure that the correct Apprenticeship and pathway, for the apprentice's long-term goals, is followed.

Funding Rules, from the ESFA, requires this to ensure that your apprentice can make well informed choices for themselves. IPS strongly encourages you to get involved with the discussions as part of your support for your employee.

Towards the end of the Apprenticeship your Apprentice may wish to know what opportunities are available to them for

continued development and progression. Often, they will initiate a conversation with IPS about further training options, why not take the lead and speak to the apprentice as they near completion, inviting IPS to participate? The apprenticeship is normally one of the early steps of someone's career and your apprentice may wish to discuss their long-term goals with you.

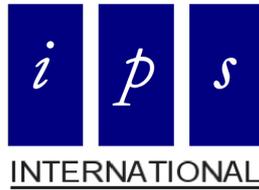
**AN APPRENTICE IS LIKE ANY OTHER EMPLOYEE**

Your Apprentice should have the same rights and responsibilities as any other employee. They should not be low-cost labour. You are making an investment in them for their benefit and for the benefit of your company.

You may have employed an Apprentice to help fulfil an immediate need, or to invest for the long term and this is only the first part of their journey with you.

Apprentices can introduce new skills to the business, this may be from recent education or from other employers. Keep an open mind to harnessing talents and interests that will may benefit your company in the long term.

Research has often shown that Apprentices remain one of the most loyal members of your workforce.



## IPS Key Contacts

Each Apprentice is assigned to one of IPS's workplace trainers as a main contact for their time in your workplace. This trainer will be the first point of contact for most of the discussion between you and IPS. You will be given full contact details at the beginning of the Apprenticeship.

**If you are wishing to start the employment process please contact our Business Development Team:**

### For Business Development

Sharon Sewell [sharonsewell@ips-international.com](mailto:sharonsewell@ips-international.com)

Sam Townsend [samtownsend@ips-international.com](mailto:samtownsend@ips-international.com)

**If you have a current Apprentice and have questions about content or delivery, please speak to the relevant Head of Department:**

### Health and Social Care:

Mary Holmes [maryholmes@ips-international.com](mailto:maryholmes@ips-international.com)

### Business Skills, Motor Vehicle or Construction:

Kier Price [kierprice@ips-international.com](mailto:kierprice@ips-international.com)

### Engineering:

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### Apprenticeships Contracts:

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### Finance and Invoicing

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### For Safeguarding/Prevent:

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### For more information on:

Apprenticeships: [www.ips-apprenticeships.co.uk](http://www.ips-apprenticeships.co.uk)

Technical Courses: [www.ips-international.com](http://www.ips-international.com)