

**NOW
SKILLS**

Expectations: What to expect from apprenticeships



WHAT TO EXPECT

Unsure about how your Apprenticeship Training works? Or maybe what your responsibilities will be in the workplace? This guide will explain how you can start your Apprenticeship in the best possible way!

WORK TIPS

- 1) Always be in work on time (morning and lunch)
- 2) If you are running later or unwell, let your line manager know
- 3) Inform your line manager of any appointments or holidays
- 4) Follow company policies on Dress Code and mobile phones
- 5) Follow line managers directions and report back on projects when required
- 6) Ask for help if you need it!

COURSE WORK

- 1) Complete coursework set by your tutor in time for monthly meet up
- 2) Complete around 2 pieces of coursework a month, they will be assigned tasks with set timescales
- 3) Detailed evidence on what work you have done for your employer and how you did it, to be used in a portfolio
- 4) All evidence should include a conclusion with reflective thoughts and a summary of success

ADDITIONAL BENEFITS

- 1) A full induction from our Operations Team with your tutor and line manager
- 2) Guidance from your employer and line manager as well as in house training
- 3) Monthly 1:1 sessions with your tutor to track coursework and progress
- 4) 24/7 access to LinkedIn Learning and uCertify
- 5) Six weeks of classroom based training in which you are paid your full wage whilst away and not coming out of holiday environment
- 6) Possible additional vendor qualifications to complete the

