

NowSkills Apprenticeship Expectations

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!



TOP WORK TIPS

During your Apprenticeship, you'll do the majority of your training in the workplace. As an employee of that business, it's essential that you follow the business's rules and these tips will help make sure you get off to a great start:

1. ALWAYS be in work on time (in the morning and after lunch)
2. If you are running late 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

WHAT SHOULD I EXPECT FROM THE APPRENTICESHIP?

For all NowSkills Apprentices, 20% of-the-job training is required in order to complete their Apprenticeship. As part of your training, you will receive:



- 1** A full induction from our Operations Team with your Tutor and Line Manager.
- 2** Guidance from your Employer and Line Manager and in-house training.
- 3** Monthly 1-2-1 sessions with your Tutor to track progress and set targets for the following month and ensure you are on track with the coursework required to complete your Apprenticeship.
- 4** 24/7 access to LinkedIn Learning and uCertify.
- 5** Up to six weeks of class-room based training in either of our Manchester or Liverpool Centres. The training is Monday – Friday, 10am – 4pm and you will still get paid by your Employer while you attend the training, and this will not come out of your holiday entitlement.
- 6** Depending on the Apprenticeship Standard you are on, you may need to complete additional Vendor Qualifications in order to complete your Apprenticeship.

WHAT WORK WILL I NEED TO COMPLETE?



As part of your 20% off-the-job training, you will need to complete a portfolio to submit at the end of your Apprenticeship.

Complete coursework set by your Tutor in time and be prepared for your monthly session.

1

Complete on average, 2 pieces of evidence for your portfolio per month in time for your review with your tutor. These will be assigned tasks and briefs set by your Line Manager with clear expectations and timescales.

2

These pieces of work will highlight the approaches and tools used on the job, how you operated effectively to prioritize tasks alongside details on any internal and external communication. They should clearly provide details on WHAT you have done and HOW you have completed it with detail on any problem solving you have had to do.

3

Every piece of evidence should offer a conclusion, with reflective thoughts and a summary of any success.

4

CONTACT US



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If you have any questions about your Apprenticeship training or workplace that we haven't covered, contact us on 0161 714 1410 or 0151 539 9090 or email contact@nowskills.co.uk

