

Apprentices must pass the entry requirements – test done at college.
The employer will generally interview a number of apprentices and once they have been offered an Apprenticeship the following usually takes place

Many Employers offer a 4 week trial period to ensure that the Apprentice is suited to the organisation and occupation area

Start with Employer
(this will be done on your first day)

Complete induction paperwork
Issue Staff Handbook
Personal details (NI number, bank account details etc)
Emergency Contact details
Issue PPE (Personal Protective Equipment)
Provide a copy of GCSE exam results

Induction

4 week Induction programme in August prior to start of Apprenticeship in September

This will help you to settle into the company and be introduced to other staff members, along with an opportunity to learn about your occupation

This time is very important as it gives us the employer the opportunity to ensure that you are the right person for the job and also to give you the opportunity to decide if this is the right career for you, before embarking on the Apprenticeship programme.

You will be expected to have excellent time keeping and as part of your apprenticeship you are required to attend a course of study – all dates and place of study will be issued in due course.

Confirm college attendance and timetable
(this will be given to you by your employer)

Sign up to the Apprenticeship – apprentice plan and training agreement
(this is done with Employer/Apprentice/Constructionskills – usually at the college)

Start college attendance

Usually block release – dates will be given as above

Ongoing work experience and support from employer

If Apprentice is under 16 we need parents to sign the Apprenticeship agreement – this needs to be returned to the employer (or parents can come in and sign this)

Ongoing support and reviews with workplace mentors and Constructionskills Apprenticeship Officer