



## YOUR GUIDE TO MANAGING APPRENTICES

If you're new to managing apprentices, it might sometimes seem like a complex world to navigate. However, managing an apprentice isn't much different from managing any other member of your team, and can be even more rewarding.

We'll help you understand the various roles and responsibilities you'll be covering when you support an apprentice.



### WHAT IS AN APPRENTICESHIP?

In a nutshell, an apprenticeship combines on-the-job practical work experience with study.

On an accounting apprenticeship supported by AAT, your apprentice will be studying the internationally recognised AAT Accounting Qualifications.

#### What are the benefits of hiring an apprentice?

There's a whole range of benefits to taking on an apprentice.

- **Reduce staff turnover:** apprenticeships can reduce staff turnover meaning you'll retain talent within your team.
- **Gain fresh ideas:** apprentices can bring new ways of looking at things, fresh ideas and are keen to succeed in their jobs.
- **A more motivated team:** apprentices tend to be motivated, flexible and loyal to the company that has provided them with the apprenticeship opportunity.
- **Develop existing skills:** planning for an apprentice can support the development of new skills for existing staff and help with staff succession planning.
- **Develop your team:** they provide opportunities for staff currently in non-managerial roles to gain experience in managing and mentoring.
- **Reduced training costs:** the levy enables your business to increase training opportunities for your team without increased costs.



### WHAT ARE MY ROLES AND RESPONSIBILITIES AS A LINE MANAGER?

Providing the right practical support and guidance to your apprentice will help ensure they settle into your team well. It's important to remember that an apprentice may not have had a job before they start work with you, therefore, might initially need a bit more support.

You can do this by:

- giving them clear targets that match the units they're being assessed on
- encouraging them to own and drive their learning targets and to give regular feedback to assess their performance
- providing them with the work experience needed to develop the skills and knowledge included in their apprenticeship
- supporting the completion of relevant projects and portfolio of evidence
- meeting with them regularly to provide feedback and review progress
- being approachable and understanding
- liaising regularly with the training provider
- putting a workplace mentor/coach in place to further support your apprentice.



### WHAT SUPPORT IS AVAILABLE TO YOU?

Your apprentice isn't the only one that might need support during this process – particularly if this is your first time managing an apprentice.

If your company has an apprenticeship scheme coordinator or manager, ask them for advice and information. You can also speak to your training provider who will be able to provide you with further support and advice should you need it.

# THE APPRENTICESHIP PROCESS

## Choosing the right training provider

Different training providers will work in different ways for the delivery of your apprentice's study elements. You'll also need to be able to work closely with the chosen provider throughout your apprentice's journey. So, it's important you pick the right provider.

### STEP 1 ENROL WITH AN AAT APPROVED TRAINING PROVIDER

**Has your apprentice enrolled with an AAT Approved training provider on to an AAT apprenticeship programme?**

Your apprentice's first step is to make sure they enrol with an AAT Approved training provider onto an apprenticeship programme, which incorporates an AAT Advanced or Professional Diploma in Accounting. The training provider will deliver the study-based tuition element of the apprenticeship. Once they've signed up with the approved training provider they're officially an apprentice. The AAT Approved training provider will work closely with you to make sure your apprentice stays on track.



Once your apprentice has completed the enrolment process with an AAT Approved training provider, they then need to follow the next steps.

### STEP 2 REGISTER WITH AAT AS A STUDENT MEMBER

**Has your apprentice registered as an AAT student member?**

If they haven't done so already, your apprentice's next step is to register and pay to become an AAT student member. Student membership fees do not come out of the levy and will, therefore, need to be included in your budget. Becoming an AAT student member is essential as it will allow them to sit AAT assessments and access study resources to help them prepare for their assessments.

### STEP 3 START THE APPRENTICESHIP PROGRAMME

**Have you set up an Apprenticeship Agreement?**

Before your apprentice starts work, you'll need to set up an Apprenticeship Agreement. In this, you'll agree to things such as how long you'll employ them for, the training you'll give them, their working conditions and the qualifications they're working towards.

### STEP 4 WORKPLACE MENTOR/COACH

**Do you know who your apprentice's workplace mentor/coach is?**

Once your Apprenticeship Agreement is in place, your apprentice's training provider should allocate a workplace mentor/coach to them, someone who will be there to provide them with additional support and should work closely with you to ensure your apprentice is on track.

### STEP 5 ON-PROGRAMME LEARNING

**Have you arranged a workplace plan?**

On-programme learning refers to the apprentice's time in the workplace (minimum of one year) where they'll learn the skills, knowledge and behaviours required to pass the End Point Assessment (EPA).

### STEP 6 PORTFOLIO OF EVIDENCE

**Has your apprentice got a portfolio of evidence?**

Your apprentice's portfolio of evidence is used to demonstrate that they've got the skills, knowledge and behaviours expected. They'll gather evidence for this from a wide range of situations they experience in the workplace. They must then reflect on their portfolio of evidence, either through a written statement (Level 4 only), or professional discussion (Levels 3 and 4).

### STEP 7 EPA GATEWAY

**Does your apprentice meet the requirement for the EPA gateway?**

If you monitor your apprentice's progress regularly, you'll have a pretty good idea of when they're ready to take the EPA. The gateway is a checkpoint for you to make sure your apprentice is competent in all areas before you put them forward for the EPA.

### STEP 8 END POINT ASSESSMENT (EPA)

**Are they ready to sit their EPA?**

End Point Assessment is the name given to a series of tests your apprentice must take to prove their ability to do the job they've been training for. These tests take place at the end of the apprenticeship after the on-programme learning, and the apprentice won't be able to achieve the apprenticeship until they've passed. When your apprentice is ready to take the EPA, you must put them forward for the assessment. An End Point Assessment Organisation, such as AAT, will provide the EPA to ensure that all apprentices follow the same standard and are assessed consistently.

### STEP 9 QUALIFICATION

**Has your apprentice successfully completed their apprenticeship?**

Once your apprentice has successfully completed their apprenticeship programme they'll be fully qualified.