



Apprentice
Employment
Agency

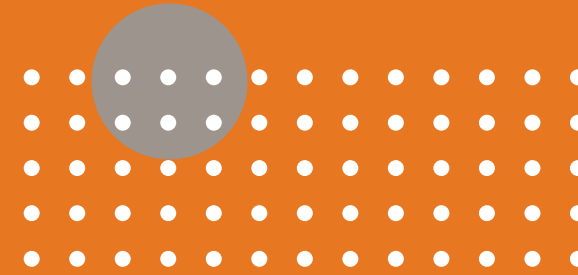
Stages of an **APPRENTICESHIP**

Whether you're an employer, a parent or someone considering an apprenticeship, find out more about each stage of the apprenticeship process.





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Stage 1:

ENROLMENT

The first stage of the process is the Enrolment. Here, applicants are required provide details about themselves and may be asked to complete additional assessments. This ensures both employers and training providers have all the information needed to tailor support throughout the apprenticeship.





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Stage 2:

INDUCTION

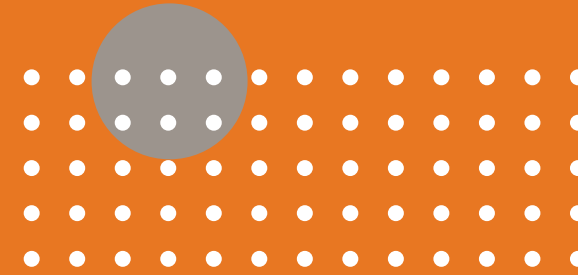
Following on from enrolment is the Induction stage. This is an exciting time for apprentices as they will meet new colleagues for the first time and find out more about the business. Any resources or equipment needed to undertake the apprenticeship will be provided at this stage, along with full instruction on how to set up and log into platforms needed to complete training. The Induction stage is important for employers too.

Apprenticeships are a long-term investment and it's an opportunity for businesses to set expectations early in the process. They will work with apprentices to agree on initial tasks required when the course starts





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Stage 3:

TRAINING

After enrolling onto your apprenticeship, you will reach the Training stage. Here you will be supported by your line manager and colleagues to develop new skills and knowledge through reading, activity and project-based learning. This may include some simulation and role-play whilst skills are developing. You will complete on-the-job training whilst being provided with learning opportunities from your training provider. This stage is where work and output for the apprenticeship starts.



Stage 4:

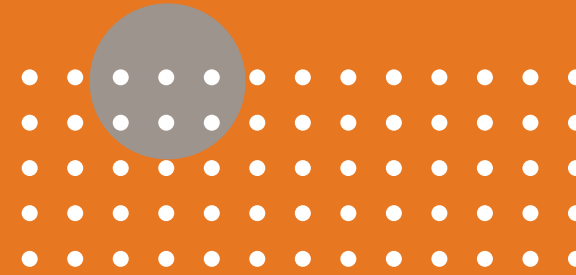
EVIDENCE COLLECTION

After training comes the Evidence Collection stage. Here, apprentices will make notes on learning and complete specific project work to then be assessed on by a line manager or training provider. At this stage, information needs to be digested before being stored in the personal apprenticeship file. This allows for reflection and skills development later in the process.





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Stage 5:

REVIEWS

After collecting evidence, the apprentice moves onto the Reviews stage. This involves reflecting on the apprenticeship journey so far, identifying what has worked and areas that an employer or training provider can offer more support with. Reviews are a confidential, formal discussions between the apprentice and their line manager to assess progress and take any action required.





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Stage 6:

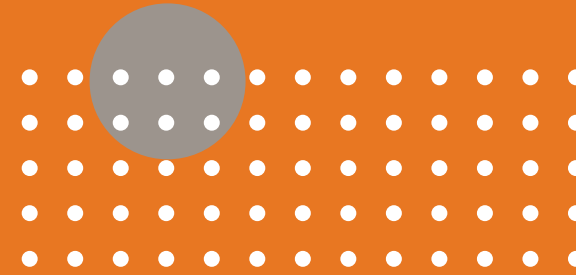
ASSESSMENTS

An apprentice will be continually assessed throughout their apprenticeship so they can demonstrate learning and development. Colleagues, line managers and training providers will monitor progress whilst on-the-job to assess whether more support is needed. The assessment may be documented and stored in the personal apprenticeship file which can be later be referred to as evidence.





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Stage 7:

FEEDBACK

Following assessment, apprentices will be given constructive feedback. This is their chance to understand what new learning needs to be focused on for the coming weeks. At this stage, active listening and questioning skills will be developed significantly.



Stage 8:

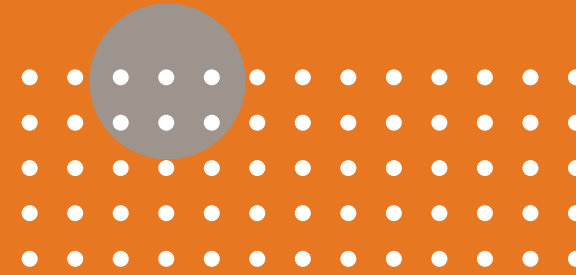
GATEWAY

After receiving feedback, apprentices are usually assessed for Gateway suitability – this is towards the end of an apprenticeship. Training providers will discuss this with apprentices three months before it takes place so they are fully prepared. When an apprentice enters the gateway stage, they have already demonstrated skills, knowledge and behaviours required to be competent in the job role. The employer/apprenticeship provider is effectively giving the green light on being competent in the role.





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Stage 9:

FINAL ASSESSMENT

At the Final Assessment stage, culmination of all apprenticeship learning is discussed, knowledge is checked and skills are monitored. Line managers are pivotal in sharing progress and assessing if standards for the apprenticeship have been met. The assessment will be carried out by an independent assessor to make sure quality is verified.



Stage 10:

CERTIFICATION

Certification is the final stage of an apprenticeship and where the apprentice will complete their course. If the apprentice is successful in passing their final assessment, they receive a paper copy of achievement. This is the apprenticeship certificate.





Apprentice Employment Agency

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