



Thank you for reading this guide on supporting your apprentice in the workplace.

As line manager your role is crucial to the success of the apprenticeship. Without line manager support most apprentices will not fully benefit from doing an apprenticeship and in some cases will struggle to complete their programme. You will contribute significantly to your apprentice's learning experience.

We know that the terminology around apprenticeships can be quite confusing at times, especially if you are new to apprenticeships, so there is a glossary of terms for you to refer to at the end of this guide.

## Preparing for the apprenticeship

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- 3 Before your apprentice starts their apprenticeship, please make sure that you understand the programme that your staff member/s are starting. Please review the requirements of the [Apprenticeship Standard and End Point Assessment](#) your apprentice is undertaking.
- 3 Know the knowledge, skills and behaviours (KSBs) your apprentice will be asked to demonstrate and consider how these will be integrated into their work schedule
- 3 Know what qualifications the apprentice will be taking as part of the apprenticeship
- 3 Be aware of your apprentice's key milestones and timetable as laid out in their training plan
- 3 Read UCLs Guide to Safeguarding Apprentices

## Your obligations as a line manager

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As part of an apprenticeship every employer signs a contract with UCL (referred to as the 'training provider') for delivery of apprenticeship training and the end point assessment. By signing the contract, your organisation agrees to abide by the government's Education Skills Funding Agency (ESFA) [Apprenticeship Funding Rules](#) which set out how the apprenticeship must be delivered. These rules, alongside the University's own policies and procedures apply to every employer, line manager, apprentice and training provider and set out our respective responsibilities over the lifetime of each apprenticeship.

For most employers, the apprenticeship contract is signed and then held by a corporate representative, for example, by Human Resources. This means that line managers may not always see what is included in the contract about their responsibilities.

This guide therefore sets out the four key responsibilities enshrined in the contract and within the Funding Rules which apply to line managers.

**Support your apprentice to achieve the learning set out in their Training Plan**

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## **Tripartite Review Meetings**

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- You will need to prepare for the TRM by considering examples of the apprentice's progress or gaps to support the review. You should then look for opportunities at work to address gaps, offer enhancement or otherwise support your

**circumstances**

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**Sign and return all documents promptly during the apprenticeship**

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## Glossary

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Term	Acronym	Definition
<b>Apprenticeship</b>	–	An apprenticeship is a job with training. This includes the training and <b>end-point assessment</b> of an employee.
<b>Apprenticeship Agreement</b>	AA	An agreement between the apprentice and the employer setting out the employment arrangements that apply to the <b>apprenticeship</b> . It must be signed at the start of the <b>apprenticeship</b> .
<b>Apprenticeship Service Account (also known as Digital Account)</b>	DAS	The area on the apprenticeship service where you can manage your account.

## Gateway Requirements

