

TRAINING AGENT TIPS

HOW TO MANAGE APPRENTICES

The day-to-day management of a New Apprentice involves meeting legal requirements, such as record keeping, reporting and adhering to the training plan.

It also involves being aware of any issues the New Apprentice may be experiencing in the workplace or during off-the-job training.

Here are some tips which will help you manage a successful New Apprenticeship.

Start Right

- Set aside time to help your apprentice settle into the business. Remember your new employee may have little or no experience of a working environment.
- Make sure the workplace health and safety issues are fully explained and adequate supervision is provided. In many unfair dismissal cases, the employer is at fault by making fundamental mistakes in the hiring and induction processes.

Monitor Progress

- Check how things are going with the apprentice and their nominated supervisor on a regular basis. If the apprentice is doing off-the-job training, keep in touch with the registered training organization. Encourage the apprentice to come to you with any problems.

Keep Records Up-To-Date

- Make a regular time to update the record of training
- Check the apprentice is also completing the necessary paperwork

Schedule Work Appropriately

- Make sure the apprentice is free to attend off-the-job training.
- Take the apprentice's skill levels into account when planning work
- Provide opportunities for the apprentice to practice new skills under proper supervision
- Allow the apprentice to gain as broad a variety of experience as possible

Be Supportive

- Provide support and encouragement to the apprentice and make sure other employees do the same.
- Maintain good communications between yourself, the apprentice, supervisors, and the Registered Training Organization (RTO).

Don't Let Problems Escalate

- If problems arise with the apprentice, ensure the RTO or your business deals with them straight away.