

The Right Environment

The final step in preparing to take on an apprentice is thinking about how you can provide the right environment. Here are some of the things you'll need to have in place.

Facilities

- Does your workplace have the facilities and equipment that are needed to meet the requirements of the training plan?

A safe and suitable workplace

- Can you meet occupational health and safety requirements?
- Can you provide an appropriate induction for the apprentice to help them understand how to work safely?
- Do you have policies and procedures to prevent and deal with workplace bullying, harassment and discrimination?
- If your apprentice has special needs, can you manage their needs? Can you make adjustments to your workplace to enable the apprentice and other staff to work safely?

Learning

- Can you provide the range of learning experiences required in the apprentice's training plan?
- Can you release the apprentice to attend off-the-job training and assessment when required?
- Do you have suitable record keeping systems to monitor progress under the training plan?
- Have you talked with the training organisation to make sure you understand what you need to do during the apprenticeship?

Supervisor

- Do you have a suitably qualified person to supervise the apprentice?
- Will the supervisor have similar working hours and be in the same workplace as the apprentice?

Legal considerations and risk management

- Does your workplace meet occupational health and safety requirements?
- Can you meet other legal requirements such as apprentice wages and conditions?
- Do you hold property, public liability and worker's compensation insurance to cover the apprentice during their apprenticeship?

For young apprentices:

- Can you provide induction and learning that takes account of a young person's age and inexperience?
- Do you believe your staff members are suitable to work with young people?
- Do you understand the special responsibilities associated with working with children or young people?
- Have you informed your employees of their special responsibilities?