

Apprentice Checklist



There are several things to prepare before an apprentice starts their apprenticeship. Your training provider can assist with these, but it is good practice to use a checklist to identify any gaps.

Your training provider will also help how to recruit your apprentice. While the checklist isn't an exhaustive list, it should provide initial thinking points on how to create an effective apprenticeship experience for yourself, the apprentice and your business.

Description	Already have (evidence)	Need to do (action)	Deadline	Completion date
Identify person within business who will support/manage apprentice				
Job description for apprentice role				
Decide contractual details: number of hours, what hours, etc.				
Wages – ensure these are in line with National Minimum Wage legislation: https://www.gov.uk/national-minimum-wage-rates				
Pre-employment checks – right to work, personal references?				
Produce apprenticeship agreement: https://www.gov.uk/government/publications/apprenticeship-agreement-template				
Produce and issue contract of employment				
Agree contract with training provider				
Set up performance/appraisal process				
Induction booked				