

Appendix B – Manager's Checklist

As outlined in the apprenticeship process (detail), managers will usually lead on the apprenticeship process.

To help ensure all required actions have been completed this checklist has been developed.

- Identifying the opportunity (and planning the process)
 - Could you support an apprenticeship (consider team workload allocations, ability to cover any time away in training and key deadlines)
 - What apprenticeship elements do you have in place and what do you need to select?
 - Who will you involve in this process? Consider recruitment, procurement and other employees / colleagues.
- Confirming a suitable post
 - Does it meet the funding rules?
 - Does the work (and employment contract) last long enough to support the apprenticeship?
 - Can you facilitate the off-the-job training requirement?
 - Do you have a job description and person specification?
 - If you're recruiting, have you written an advertisement?
 - Do you need a development plan to link to the apprenticeship programme?
 - Do you need to re-allocate any work to others in the team throughout the apprenticeship?
- Selecting the programme
 - Does it match to the job / development programme (tasks and level)
 - Have you seen the course outline and understood how much off-the-job training you need to facilitate?
 - Are there any other options you should explore – other levels, or frameworks vs standards?
 - Are there any qualifications the employee could consider during / after the apprenticeship? Who will pay for these?
- Selecting the Apprenticeship Training Provider (ATP)
 - Do they have satisfactory ratings / feedback on the Digital Apprenticeship Service (DAS)?
 - Have they provided a programme that clearly outlines what the employee will learn when, and how learning will be delivered (e-learning / workshops / 1:1 tutor time / self-driven learning / employer led learning)?
 - Is there an End Point Assessor (EPA) confirmed, and is it the one you want?
 - Do you know how they will communicate with you (a learner management system that you and your employee can access, and regular meetings)?
 - How much is this contract valued at, and is a formal tender process required?
 - Is there an Apprenticeship SLA in place with this supplier?

- Selecting the Employee
 - If they are a current employee:
 - Do they meet the funding rules / eligibility criteria?
 - Do they understand the opportunity and commitment involved in an apprenticeship?
 - Where can they be involved in the selection process (job / programme / ATP)?
 - If they are a new employee:
 - Does your advertisement expressly state that this is an apprenticeship post?
 - Will you recruit directly, and/or via the ATP?
- Starting the apprenticeship
 - Has the employee completed their enrolment paperwork:
 - Enrolment form
 - Skills analysis
 - English & maths certification
 - Apprenticeship agreement
 - Commitment statement
 - Does LSE have a copy?
 - Have OL been informed that the apprenticeship is starting?
- Managing the apprenticeship
 - Is the employee working well with their tutor – meeting regularly, and learning / displaying new knowledge, skills and behaviour?
 - Would the employee benefit from having a workplace mentor?
 - Is the ATP supporting the employee to meet the 20% off-the-job learning requirement?
 - Are you happy with the communication you are receiving from the ATP (meetings and data / systems information flow)?
 - Is the employee preparing for End Point Assessment:
 - Building a portfolio
 - Preparing for business discussion
 - Completing mock assessments
- Completing the apprenticeship
 - Did the employee successfully complete their apprenticeship?
 - Are there any memberships or qualifications they should explore?
 - Are you helping them identify suitable next steps (continue in current role / look for next opportunity within or outside LSE / future development)?
 - Have you provided feedback on the ATP (via OL Team)?
 - Have OL been informed that the apprenticeship has ended?

This toolkit is in development. If you have questions, comments or feedback, please contact HR.Learning@lse.ac.uk