

## Apprentice Pastoral Care Policy

Pastoral care is an integral component of the apprenticeship program aimed at enhancing the overall wellbeing and personal development of apprentices. This policy outlines the role of pastoral care in improving the wellbeing and decision-making abilities of apprentices working with host employers. It also delineates the responsibilities of the host employers in providing pastoral care support.

Pastoral care refers to the holistic support and guidance provided to apprentices to address their emotional, social, and personal needs. It aims to create a supportive environment that fosters personal growth, resilience, and the ability to make informed decisions. It provides a platform for apprentices to discuss any concerns or challenges they may face during their apprenticeship. This can include issues related to mental health, work-life balance, and personal development.

Wettrade Apprenticeships is dedicated to enhancing the overall wellbeing of our apprentices. We understand that their success as apprentices goes beyond technical skills and encompasses their physical and mental health, work-life balance, and overall happiness. Our commitment extends to empowering apprentices, a crucial skill apprentices should develop, to make informed decisions about their apprenticeship and career paths.

Wettrade Apprenticeships will provide pastoral care to all apprentices regardless of the background, identity or circumstances.

### Pastoral care involves:

- Helping apprentices to make informed decisions about issues in terms of what is right for them and take action
- Remaining sensitive to the needs of apprentices and ensuring apprentices foster the same ethos
- Building the self esteem of apprentices and encouraging them to be assertive
- Educate apprentices to resist pressure that will negatively impact decision making
- Prioritising time to speak directly with all apprentices and scheduling follow up visits to evaluate the achievement of objective
- Using positive, communication and reinforcing the objectives of this policy

### Scheduled contact visits

The GTO Coordinator will carry out regular scheduled contact visits with apprentices to discuss the apprentice's progress, challenges and wellbeing. Where possible, these meetings will be conducted in person at the apprentice's workplace. Where this is not possible, they may be conducted over the phone or through other digital means such as Zoom or Microsoft Teams.

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The GTO Coordinator must promote and foster supportive and inclusive environments for apprentices to speak freely. This includes promoting and demonstrating respect and empathy and providing the apprentice with a 'sounding board' where necessary.

Conversations held with apprentices during these visits are designed to provide the platform for the apprentice to empower the apprentice to take responsibility for their own welfare and their wellbeing while on the job and in their personal life. Any issues identified that may impact the wellbeing or decision making of the apprentice will be shared, where necessary, with the host employer to improve relations and practices on the job.

All contact visits will be logged and available for the apprentice and host employer upon written request.

### Host Employer's Role in Pastoral Care

Host employers are expected to create and foster a supportive and inclusive work environment for apprentices. This includes promoting open communication, respect, and empathy within the workplace. This includes checking in with the apprentice to discuss their progress with the training plan, any concerns surrounding their personal or work wellbeing and the provision of support and/or arranging discussions with the GTO Coordinator.

Host employers can act as mentors, offering guidance and advice on career development and workplace challenges. They should encourage apprentices to seek help when needed and provide resources for personal and professional growth.

If any issues affecting the wellbeing or decision-making ability of the apprentice arise, host employers should take appropriate actions to address them promptly or contact the GTO Coordinator.

### Monitoring and Evaluation

The effectiveness of pastoral care in improving the overall wellbeing and decision-making abilities of apprentices will be regularly monitored and evaluated. Feedback from apprentices and host employers will be used to make continuous improvements to the pastoral care program.

Host employers and apprentices will be asked to complete evaluations forms during workplace visits by the GTO Coordinator. The evaluations allow Wettrade Apprenticeships to measure its performance and use the feedback to improve practices over time.

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