

Apprentice Support Policy

This policy outlines Wettrade Apprenticeship’s commitment to providing comprehensive support to its apprentices throughout the duration of their apprenticeship.

The purpose of this policy is to create a conducive and supportive environment that enhances apprentice well-being, skill development, and overall success in their chosen trades.

Skill Development Support:

Wettrade Apprenticeships recognises the importance of skill acquisition and hands-on training for apprentices. The following types of support will be provided:

- **Structured Training Plans:** Each apprentice will have a clearly defined training plan outlining the skills, competencies, and knowledge they will acquire during their apprenticeship.
- **On-the-Job Training:** Apprentices will receive practical, on-the-job training under the guidance of experienced mentors and tradespeople.
- **Off-Site Training:** Wettrade Apprenticeships will facilitate attendance at relevant external training sessions, workshops, and courses to enhance apprentices' technical and professional skills.

Mentoring and Guidance:

Apprentices will be provided with dedicated mentors and a supportive network to guide their learning journey:

- **Regular Check-Ins:** Field Officers and the GTO Coordinator will conduct regular progress meetings to discuss the apprentice's development, address concerns, and set goals.
- **Peer Support:** Apprentices will have opportunities to connect with their peers to share experiences, challenges, and advice.
- **Evaluations:** The apprentice will be afforded the opportunity at regular intervals to complete an evaluation of their host employer to confirm the adequacy of on the job training and professional relationship development

Academic Support:

Apprentices are encouraged to achieve a balance between practical experience and theoretical knowledge:

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- **Study Time:** Apprentices will be given dedicated study time to complete coursework and prepare for any required exams. This will be negotiated in conjunction with NICS, the host employer and the apprentice
- **Educational Resources:** Access to relevant study materials and online resources will be provided to support apprentices' learning.
- **Tutoring assistance:** If needed, apprentices can seek guidance from experienced educators or tutors to clarify complex concepts. Apprentices will have ongoing access to their trainer through the online learning management system

Health and Well-being Support:

The well-being of apprentices is a priority, and the Organization will offer the following measures:

- **Health and Safety Training:** Comprehensive training on workplace health and safety practices will be provided to ensure apprentices' well-being.
- **Counselling Services:** Apprentices will have access to confidential counselling services to address any personal, work-related, or emotional concerns.

Procedure for accessing Support

Apprentices seeking support under this policy should follow these steps:

- Identify the type of support needed (skill development, mentorship, academic, or well-being).
- Contact the GTO Coordinator.
- Discuss the support needed and negotiate a plan with the GTO Coordinator
- The GTO will development and document the plan and provide a copy to the apprentice
- Utilise the support as outlined in the plan.

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