

Monitor and Evaluate Apprentice and Host Employer Policy

To ensure all apprentices are provided with all and every opportunity to complete their apprenticeship, Wettrade Apprenticeships will ensure a range of strategies are in place to monitor and evaluate the effectiveness of the arrangements between the apprentice and their host employer.

The objective is to ensure the successful integration, development, and satisfaction of both apprentices and host employers throughout their partnership. Regular evaluation will enable Wettrade Apprenticeships to identify areas for improvement, enhance communication, and optimise the overall apprenticeship experience.

Wettrade Apprenticeships is committed to nurturing the relationships between our apprentices and host employers and as such will ensure that regular contact and maintenance is undertaken to ensure the apprentice retains their progression.

Wettrade Apprenticeships will take appropriate action where the apprentice is not progressing or the relationship between the apprentice and their host employer is no longer tenable.

Wettrade Apprenticeships will establish clear evaluation criteria for evaluating the effectiveness of the apprentice and host employer relationships including apprentice development, workplace satisfaction, communication, mentorship and overall performance. Evaluations will be conducted once a month for the first three (3) months then at regular three (3) monthly intervals with the key aim being to ensure that apprentices are achieving key milestones and the capture the apprentice's progress and the host employer's satisfaction. At each workplace visits, the GTO Coordinator will complete the Contact Log and ensure that a schedule of visits is negotiated with the apprentice and the host employer.

Apprentices and host employers will be provided with the opportunity to provide feedback on their experience including through the use of interviews and feedback sessions. Feedback and data from these means will be analysed and used to inform decisions relating to the apprentice and/or the host employer and continuous improvement actions to be undertaken by Wettrade Apprenticeships

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| Document name | Monitor and Evaluate Apprentice and Host Employment Performance Policy | | |
| Version number | 1 | Review date | June 2024 |