

Placement of Apprentice with Host Employers Policy

NICS is committed to providing high-quality apprenticeship experiences by placing apprentices with reputable and suitable host employers. This policy outlines the guidelines and procedures for the placement of apprentices to ensure a mutually beneficial relationship between the apprentice, host employer, and NICS.

Eligibility and Selection Criteria

Apprentices eligible for placement with host employers must meet the requirements set forth by the apprenticeship program including the requirements set out in the Apprentice and Host Employer Information Handbook.

The selection of apprentices for placement with host employers will be based on factors such as the apprentice's commitment, aptitude, work ethic, and compatibility with the specific trade and host employer.

Host Employer Evaluation and Screening:

Our organization will conduct a thorough evaluation and screening process for potential host employers. This includes assessing their reputation, industry experience, compliance with relevant regulations, and commitment to providing a safe and supportive learning environment for apprentices.

Prior to placement, NICS will conduct site visits to assess the host employer's workplace conditions, safety practices, and suitability for hosting apprentices.

Matching apprentices with host employers

Apprentices will be matched with host employers based on their trade specialisation and the host employer's expertise in that trade.

The apprentices' individual goals, career aspirations, and learning objectives will be considered when matching them with host employers to ensure a suitable placement that aligns with their development needs.

Where possible, efforts will be made to place apprentices with host employers located within a reasonable distance from their residence to minimize travel challenges.

Monitoring and Support:

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NICS will regularly monitor the apprentice's progress and the host employer's performance throughout the placement period. This may include site visits, surveys and feedback sessions with both the apprentice and host employer.

If issues or concerns arise during the apprenticeship placement, NICS will provide appropriate support, guidance, and intervention as needed to address any challenges and ensure a positive experience for the apprentice.

NICS will encourage host employers to provide mentorship and guidance to apprentices, promoting their skill development, workplace integration, and overall growth.

Evaluation and Feedback

Apprentices will have the opportunity to provide feedback on their experience with the host employer, including their overall satisfaction, the quality of training received, and any concerns or suggestions for improvement.

Host employers will be encouraged to provide feedback on the apprentice's performance, work ethic, and progress during the placement.

Confidentiality and Data Protection

NICS will handle all apprentice and host employer information with strict confidentiality, adhering to applicable data protection regulations.

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