

Rotation of Apprentices with Host Employers Policy

This policy outlines the guidelines and procedures for the rotation of apprentices with host employers, in accordance with the National Standards for Group Training Organisations (GTOs). The objective of this policy is to ensure that apprentices are placed in suitable host employers' workplaces to facilitate their training and skill development for the duration of their apprenticeship.

Selection Process

Assessment of Host Employers will be in accordance with the Host Employer Onboarding Process. Host employers will be assessed their industry reputation, commitment to training and development, workplace safety practices, and suitability for the apprentice's chosen trade or occupation.

Workplace Conditions and Support

NICS will ensure that host employers provide a safe and healthy work environment for apprentices including ensuring that workplace conditions comply with the Work Health and Safety Act 2011.

Host employers will provide adequate training and supervision to apprentices, ensuring they receive practical on-the-job experience and guidance to develop their skills. NICS will ensure host employers assign qualified mentors/supervisors who can guide and support apprentices throughout their placement, seeking regular feedback and performance evaluations to track the apprentice's progress.

Monitoring and Review

NICS will maintain regular communication with host employers and apprentices to monitor the progress of apprentices and address any issues that may arise during the placement. Periodic reviews and evaluations will be conducted to assess the effectiveness of the placement and identify areas for improvement.

Document name	Rotation of Apprentices with Host Employers Policy		
Version number	1	Review date	June 2024