Induction checklist for supervisors of apprentices

Tick when discussed with apprentice

The organisation (delivered by the supervisor or other people e.g. HR in the organisation)	
1. what its mission is	
2. how it operates	
3. an overview of other departments and facilities	
4. an overview of the governance structure – e.g. the role of the council or board of trustees, the notion of public accountability	
5. an overview of sources of funding – government direct funding, grants etc. and how this is different from the public sector	
6. where the department the apprentice is assigned to fits into the overall picture	
Work environment	
7. facilities – where the toilets, kitchen or catering facilities and fire escapes are located	
8. how to find their way around	
9. procedures in case of accident	
Policies and practices	
10. the key policies and procedures which are followed in your workplace	
11. occupational health and safety in your workplace	
12. work ethics	
13. the importance of confidentiality in the workplace	
14. dress standards	
15. honesty and courtesy	
About the job	
16. the main features of the job	
17. if the apprentice is a paid employee, employment conditions	
18. the role and function of the relevant union	
19. start, finish and break times	
20. procedures for reporting and recording progress	
People	
21. other staff members the apprentice is likely to come in contact with	
22. the person with whom the apprentice should discuss work-related concerns	

23. the management structure	
Expectations	
24. what you expect of the apprentice	
25. what the apprentice expects to achieve in the time spent in your department or organisation	
26. how the supervisor will be liaising with the off-the-job training provider or coordinator	
Reporting	
27. who the apprentice is responsible to	
Anything else!	

If your organisation has an Induction Handbook you can refer to that. In addition or instead of that, there are likely to be resource materials to help you. Suggestions are:

Document	
1. statement of duties	
2. in-house publications	
3. in-service manuals	
4. occupational health and safety instructions or videos	
5. promotional video of the organisation's activities	
6. diagram of management and governance structure	
7. annual report	
8. publicity video of services provided	
9. news articles about the organisation	
10. other people who can explain facets of the organisation or their role	