

The apprenticeship is coming to an end

Now what?



As a Line Manager, your support is crucial in helping Apprentices transition smoothly after their apprenticeship. It's natural for Apprentices to feel overwhelmed by the prospect of no longer being an Apprentice. This transition period can be filled with uncertainty and anxiety as they move from a structured learning environment to a more independent role. Your guidance can make a significant difference in how they navigate this change, regardless of whether they are continuing in your team, staying within the organisation, moving on, or looking for their next opportunity. Here's how you can assist them in taking the next steps:

Next Steps

▶ **Reflect on their Experience:**

Encourage the Apprentice to reflect on what they've learned and how they've grown during their apprenticeship. Help them identify the skills and knowledge they've gained and how these can be applied in future roles.

▶ **Discuss Career Goals:**

Engage in a meaningful conversation with the Apprentice about their career aspirations and potential opportunities within the company. Offer constructive feedback on their performance and highlight areas for improvement. Support them in setting both short-term and long-term goals and assist in developing a personal development plan to achieve them.

▶ **Support with their CV:**

If there is no opportunity for the Apprentice to continue in their role or within your team and organisation, it is important to support them in updating their CV to effectively showcase their development and achievements. Their Coach can also help with this.

▶ **Explore Further Education and Training:**

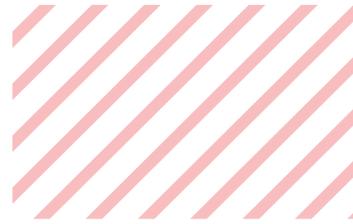
Encourage the Apprentice to consider pursuing higher-level apprenticeships or additional training to further specialise in their field. Discuss potential opportunities with their Coach that Davies can provide to support their development. Additionally, you can visit our website to explore the programmes we offer.

[Click here to see our programmes](#) ▶

▶ **Networking:**

Facilitate introductions to colleagues & industry professionals to help the Apprentice build their professional network. Encourage them to attend industry events, webinars, and workshops where available.





Common concerns – what can you do to support?

1

“I don’t know what to do next.”

Exploration of Interests and Strengths:

Help the Apprentice explore their interests and strengths to identify potential career paths. This can involve discussing what aspects of their apprenticeship they enjoyed the most and where they felt they excelled. At the end of their programme, the Apprentice will have access to resources that enable them to seek support beyond the apprenticeship which will also help.

Informational Interviews:

Suggest conducting informational interviews with professionals in different fields/departments. These interviews can provide valuable insights into various career options and help the Apprentice make informed decisions about their future.

2

“I am ready to progress, but have no idea where to start.”

Advancement Opportunities:

Discuss potential advancement opportunities within the company. This could include promotions, new projects, or roles that align with their skills and career aspirations. If possible, you could also look into opportunities to provide more responsibility in their current role.

Skills and Qualifications:

Identify any additional skills or qualifications needed for the next step in their career. Create a personal development plan that outlines the steps they need to take to achieve these goals, including any necessary training.

3

“I don’t think another apprenticeship or more formal training is for me right now.”

Alternative Development Opportunities:

Explore other development opportunities that do not involve formal training. This could include on-the-job training, mentorship programmes, or short courses that can help them continue to grow professionally.

Practical Experience

Encourage the Apprentice to gain practical experience in their current role. You may need to help facilitate these opportunities. This hands-on experience can be invaluable and may help them decide if they want to pursue further training in the future.





Common concerns – what can you do to support?

4 “I need help with job applications and interviews.”

Application Support:

Offer support with CV writing and cover letters. Provide guidance on how to effectively highlight their skills and experiences to make their applications stand out. The Apprentice’s Coach can also support with this.

Interview Preparation:

Provide mock interview opportunities and constructive feedback. This practice can help build their confidence and improve their performance in actual interviews.

5 “I’m feeling overwhelmed by the transition.”

Reassurance and Support:

Provide reassurance and support, acknowledging that transitions can be challenging. Let them know that it is normal to feel overwhelmed and that you are there to help. Try to identify what they’re struggling with and where possible work together to overcome challenges.

Stress Management and Mental Health Resources:

Suggest resources for stress management and mental health support. This could include recommending relaxation techniques, counselling services, or employee assistance programmes that can provide additional support during this



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