

Supporting an Apprentice

A quick guide for line managers



Your support can make the difference between an apprentice who simply completes their programme and one who truly thrives.

Your role as a line manager

- Encourage development
- Provide learning opportunities
- Protect study time
- Give regular feedback
- Support wellbeing
- Work with the apprenticeship coach, understand the knowledge, skills and behaviours (learning outcomes) for the apprenticeship

The four pillars of apprentice success

1

Develop

Give meaningful work and allow learning to be applied

2

Engage

Show interest in progress, aspirations and achievements

3

Protect

Support Study and training time

4

Coach

Give balanced feedback and encourage improvement

Ask these questions regularly

What have you learned recently?

How does this align with your Apprenticeship Learning Outcomes?

What are you finding challenging?

How can I support you?

What skills would you like to develop next?

How are you balancing workload and study?

Good practice

Do:

- ✓ Schedule regular check-ins
- ✓ Celebrate achievements
- ✓ Allow protected learning time
- ✓ Give stretch opportunities
- ✓ Provide constructive feedback
- ✓ Communicate apprenticeship commitments to the wider team
- ✓ Attend Coach and Learner meetings regularly

Don't:

- ✗ Cancel learning time repeatedly
- ✗ Focus only on mistakes
- ✗ Ignore apprenticeship progress
- ✗ Give only repetitive tasks
- ✗ Assume apprentices will manage everything alone

Monthly checklist

- I have held a development conversation ☐
- I have reviewed apprenticeship progress ☐
- I have provided learning opportunities ☐
- I have protected study time ☐
- I have recognised achievements ☐
- I have provided constructive feedback ☐
- I have discussed any support needs ☐

Remember

Apprenticeships succeed when learning and work come together.

Support + Development + Time + Feedback

Apprentice Success

Early warning signs

Your apprentice may need extra support if they:

Are missing deadlines

Appear disengaged

Are falling behind with learning

Feel overwhelmed by workload

Have reduced confidence

Action:

Speak with them early and contact the apprenticeship coach if additional support is needed.

Need help?

We're here to support both you and your apprentice throughout their apprenticeship journey.

Contact your Apprentice Coach
or Training Provider

