

APPRENTICESHIP WORKFORCE DEVELOPMENT

DELIVERED BY



FUNDED BY



Department
for Education

The following exemplar action plan provides some suggestions as to the issues you might want to include in your action plan based on your learnings from the Onboarding course/s. Your action plan will be a working document which you will want to add to and amend. It is, however, helpful to include some initial dates so that you can monitor your progress and amend accordingly.

TO NOTE: The roles identified in this action plan and the dates included are for illustrative purposes only. It is important that you work collaboratively across your organisation to identify who has the accountability, capacity, and capability to undertake the actions required.

AWD course and date	Issues/ gaps identified from awd course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
Getting off to a good start – Effective onboarding	Onboarding does not sufficiently involve employers leading to a lack of engagement from Line Managers throughout the process.	<ol style="list-style-type: none"> 1. Discuss with apprenticeship manager - propose a review of onboarding. <ol style="list-style-type: none"> a. Make proposals on what activities can be implemented to increase the involvement of employers in onboarding: <ol style="list-style-type: none"> i. Line Manager / Mentoring coaching (bitesize) ii. Review of employer handbook iii. Review pre-day 1 information and expectations (business development etc) 	Apprentice Coach Apprentice Coach / Apprentice Manager / Quality Manager	28/03/24 31/05/24	Not started

		2. Attend Working successfully with employers AWD course.	Apprentice Coach	31/05/24	
		3. Implement.	Apprentice Manager	28/06/24	
Getting off to a good start – Effective onboarding	Onboarding is seen as a compliance exercise by apprentice coaches and therefore is an administrative process which lacks value.	1. Cascade AWD course training / learnings to apprentice coaches.	Apprentice Manager / Quality Manager	30/04/24	Not started
		2. Establish a clear onboarding plan with the full range of activities and disseminate to apprentice coaches.	Apprentice Manager	28/06/24	
Getting off to a good start – Effective onboarding	Too many learners are being withdrawn prior to day 42	1. Identify reasons for withdrawals and any patterns.	Apprentice Manager and Quality Manager	30/04/24	
		2. Work with colleagues undertaking recruitment, business development and initial assessment to set clear standards – right person, right standard, right job role.	Apprentice Manager and Quality Manager	31/05/24	
		3. Attend Effective Initial Assessment AWD course.	Apprentice Manager and Quality Manager	30/04/24	
Getting off to a good start – Effective onboarding	Onboarding – our onboarding plan does not include learning tasks from day 1 of the apprenticeship	1. Discuss with apprenticeship manager to propose a suitable learning task, with clear information and guidance for the apprentice.	Apprentice Coach	30/04/24	Not started
		2. Work with curriculum lead / teacher to select suitable task.	Apprentice Manager / Teacher	30/04/24	
		3. Implement.	Apprentice Manager / Teacher		

Getting off to a good start – Effective onboarding	Our first progress review is too late to inform funding entitlement and only looks at performance against KSBs	<ol style="list-style-type: none"> 1. Discuss with apprenticeship manager and quality manager. <ol style="list-style-type: none"> a. Propose a revised 1st review process carried out around days 30 - 35 of the apprenticeship. 2. Attend Improving apprenticeships using progress reviews AWD course. 3. Implement. 	<p>Apprentice Coach</p> <p>Apprentice Coach</p> <p>Apprentice Coach and Apprentice Manager</p>	<p>28/03/24</p> <p>28/06/24</p> <p>28/06/24</p>	Not started
Getting off to a good start – Effective onboarding	We do not take the time to build relationships (get to know) with the learner and employer.	<ol style="list-style-type: none"> 1. Discuss with apprenticeship manager – as part of proposal for a review of onboarding (see action 1 above) 2. Attend Rise to the challenge how to motivate apprentices AWD course 3. Attend Working successfully with employers AWD course 4. Cascade training to other apprentice coaches 5. Implement 	<p>Apprentice Coach</p> <p>Apprentice Coach</p> <p>Apprentice Coach</p> <p>Apprentice Coach</p> <p>Apprentice Coaches</p>	<p>28/03/24</p> <p>28/06/24</p> <p>31/05/24</p> <p>28/06/24</p> <p>28/06/24</p>	Not started
Getting off to a good start – Effective onboarding	Apprentices / employers are overwhelmed by the amount of information received at the outset and do not retain key information.	<ol style="list-style-type: none"> 1. Discuss with apprenticeship manager – as part of proposal for a review of onboarding (see action 1 above) <ol style="list-style-type: none"> a. Propose / divide onboarding up into smaller sessions/activities. 	<p>Apprentice Coach / Apprentice Manager / Curriculum Lead / Quality Manager</p>	<p>28/03/24</p> <p>31/05/24</p> <p>31/05/24</p>	Not started

		<div>b. Review handbooks / online resources.</div> <div>2. Implement</div>	<div>Apprentice Manager / Coaches</div>	<div>28/06/24</div>	
--	--	----------------------------------------------------------------------------	-----------------------------------------	---------------------	--