

# Developing Meaningful Apprenticeships, Internships and Work Experience

## APPRENTICESHIP

**A work-based training programme. A programme which involves on and off the job learning for a minimum of one year and for a minimum of 30 hours per week. Developed in partnership with a training organisation, governed by government standards and certificates. Able to attract government funding to cover training.**

- ✓ Work with training providers to create your programmes
- ✓ Develop training plans which reflect the apprentice and employers' regulations
- ✓ Pay the national minimum wage or above
- ✓ Work closely with training organisations to assess and review progress
- ✓ Appoint a coach / line manager
- ✓ Identify specific training beyond the training developed with the training provider
- ✓ Set out what is to be expected from the apprentice and how they can be expected to be treated
- ✓ Build flexibility into programmes to support flexible working
- ✓ Put in place reasonable adjustments
- ✓ Identify potential, further job opportunities before the apprenticeship finishes
- ✓ Recruit through a fair recruitment process
- ✓ Open apprenticeship opportunities to everyone – not just young people but attract diverse people to your sector by opening opportunities to career changes and returners to workplace

## INTERNSHIP

**A short term attachment (up to 6 months). A paid position offered to a person after being interviewed. An offer of work bound by a contract (with worker status). Internship is not a shadowing role – work should be meaningful and valuable to the role of your organisation.**

- ✓ Provide a job title and job description based upon an assessment of your organisation's needs
- ✓ Plan for interns – provide guidance on when you would take on an intern
- ✓ Review your budget – pay as a minimum the full national minimum wage for their age range
- ✓ Advertise opportunities – do not just promote by word of mouth
- ✓ Ensure you have written contract in place with start and end dates
- ✓ Assign a line manager and review progress regularly – do not leave interns to work without guidance
- ✓ Plan in advance training requirements
- ✓ Set out what is expected from the intern and how they can expect to be treated
- ✓ Put in place any reasonable adjustments including flexible working – promote equal opportunity values
- ✓ Carry out performance appraisal at the end of and provide ongoing support e.g. mentoring / CV writing
- ✓ Ensure you have adequate insurance cover
- ✓ Carry out a health and safety induction

## WORK EXPERIENCE

**An opportunity to introduce young people into the reality of having a job e.g. year 10/11 students, to support people with long term career breaks back into working life and for people interested in changing careers to experience work in a different sector. A short, unpaid\* attachments between 1 – 8 weeks.**

- ✓ Work with local schools, colleges, and job centres to promote work experience opportunities
- ✓ Give people an outline of what work experience would entail
- ✓ You can select people by developing criteria with schools e.g. an interest in aspects of your sector
- ✓ Work with schools, job centres and individuals to agree what type of experience would be beneficial for the individual – develop a workplan
- ✓ Give people a full introduction to your organisation
- ✓ Allocate a buddy/line manager
- ✓ Allocate tasks that will enhance the individual's CV
- ✓ Keep them motivated
- ✓ Provide mentor/support to help with advocating on a young person's behalf
- ✓ Conclude the work experience with a final review
- ✓ Determine what happens next e.g. any job opportunities, support references or further mentoring

**ACCESS** – promote opportunities • **EXPERIENCE** – provide an inclusive work environment • **OUTCOMES** – develop careers and/or enhance skills