

19/04/2010

Apprenticeships – Action Plan

<u>Task</u>	<u>Action Required / Details</u>	<u>Timeline</u>	<u>Progress</u>
Design of scheme	<ul style="list-style-type: none">• Research good practice examples• liaise with internal managers re what they want from the programme• find out contract requirements• establish systems for pay, monitoring etc	March – May 2010	
Develop Toolkit for managers	<ul style="list-style-type: none">• Process for setting up a placement• What to expect• Monitoring and supervising• Structure of work experience rel to NVQ standards• Funding and costs• Help and support	March – May 2010	
Marketing to managers / service areas	Intranet Managers' resource centre Service Heads Management Teams Team meetings	May – June and ongoing depending on response	
Set up placements	Meetings with service area reps / managers	June onwards	

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Market to potential participants	Website Jobs site Connexions Schools Open days Training providers	May onwards if systems in place	
Recruitment and selection of participants	Open days, tasters, training provider sifting?	June – December 2010	
Mentoring programme	Recruitment of mentors, promote as development opportunity, information session, training and support	July - September	
Set up training requirements	Induction, pre-work preparation, mentoring training, training provider negotiations	July - Sept	
Develop apprentice's handbook	NCC info Working life Help and support Training plan	July - August	
Develop apprentices' support programme	Buddying, support group, allocation of mentors as above	July - Sept	
Apprentices start in placements		July onwards	