

## Apprenticeship Policy

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Interm IT is committed to working proactively towards increasing the recruitment of apprentices within its workforce and throughout all business relationships e.g. supply chain, subcontractors etc.

This policy seeks to address identified skills shortages and succession planning and underpins our workforce strategy.

We are in partnership with approved colleges and companies to procure apprenticeships, we will agree with the provider their contributions to the apprenticeship such as time, resources and funding for training on a case-by-case basis.

The term “apprentice” can mean different things to different people. For the purposes of this scheme an apprenticeship is either:

- a fixed term contract that provides new recruits an opportunity to develop skills and competencies in specific areas supported by 20% of their working time being spent on ‘off the job’ training relevant to their role;
- an opportunity for career development for existing staff who wish to undertake formal qualifications through the apprenticeship route;

### Objectives

The aims of this policy are to:

- provide a framework to facilitate the use and development of apprentices;
- to support workforce development and succession planning in relation to skills shortages;
- to raise the aspirations of young people;
- to add value and increase productivity;

### Apprentices will:

- commit to the timeframe of the apprenticeship programme, as early exit may result in the termination of the apprenticeship agreement;
- be managed in line with Interm IT policies and procedures, be subject to formal training agreements and contracts of employment;
- be expected to adhere to all Interm IT policies and procedures, and act in accordance with Interm IT values;
- attend all classroom sessions regularly and on time and notify their manager and tutor if they are unable to attend;
- complete assignments and other work in a timely fashion in relation to the requirements of the training provider to ensure completion of the framework;

- meet the requirements of the apprenticeship framework/standard at the agreed level set out in their apprenticeship agreement; failure to do so may result in the termination of their apprenticeship agreement and contract;

**We will:**

- identify roles that could be suitable for an apprentice;
- provide the practical work experience element of an apprenticeship framework/standard - ensure all apprentices receive high quality and appropriate training and support within the workplace;
- agree to release apprentices to attend college as required to ensure that they can meet the requirements of the chosen framework (usually one day each week) and agree to a percentage of training time within working hours;
- hold regular meetings with the apprentice and their tutor to review progress, agree targets;
- ensure trained staff are available and on hand should the apprentice need to discuss any problems or issues;
- promote apprenticeships those with protected characteristics, including those with disabilities and limited opportunities;
- monitor the apprentice's progress - we will map their progress and on-going learning and will put performance plans in to place if the apprentices do not show on-going improvement both off-the-job and on-the-job;
- we will enter appropriate subcontracting arrangements for apprenticeships.

**End of document**