

Tips to a Successful Apprenticeship

Here are some tips to consider when implementing your apprenticeship program:

- Employers with a solid record of retention conduct a thorough assessment of candidates to ensure that apprentices will adapt successfully to their company and remain with the business.
- Take your time when evaluating potential apprentices and make good selections.
- Explain the nature of your business, how it works and how the apprentice fits into the bigger picture. Apprentices are motivated when they feel they are an important part of a growing progressive company and are treated with respect.
- Clearly identify your training objectives. Review the apprentice contract with them to develop a basic understanding of your expectations and skill requirements.
- Communicate regularly with the skilled workers and apprentices to ensure an appropriate level of supervision is taking place. As the apprentices progress, they will develop more confidence and will require less supervision.
- Conduct regular performance reviews and adjust your apprentices' level of responsibility accordingly. Offer new challenges and vary the job routine. This will ensure that apprentices stay interested in their work and will also increase the overall skill base of the company.
- Remind your supervisors to be supportive of and involved in the related instruction component of the program.
- Educate your staff on the value of training and the importance of having apprentices on the jobsite. Fostering a positive working environment where apprentices feel appreciated by the company and their peers will increase employee retention, thereby reducing future hiring and training costs.
- Demonstrate your commitment to training by visibly displaying training certificates and providing recognition for excellent employees.