

# SME APPRENTICESHIP ESSENTIALS

Full of practical ideas, ready-to-use resources, and advice from others working in SMEs, these courses will help you support your apprentice in the workplace, so they continue learning and developing, make a meaningful contribution to your business, and remain in their role.

# GETTING APPRENTICESHIPS RIGHT FROM THE START



## Designed for:

For those in small to medium-sized enterprises (SMEs) who are supporting and/or managing apprentices.



## About:

Practical ideas and ready to use resources that will help you to get apprenticeships right from the start. You'll learn about the elements of a successful apprenticeship, and the role of the apprentice, line manager and training provider in planning one.



## How to access:

Self-directed, interactive eLearning course which you can dip into and return at a time that suits you.



## Learning Objectives:

- Review how apprenticeships work day to day, and who is involved in each of the key stages for apprentices, employers and their training provider
- Identify your skills needs and how to select the right apprenticeship, working with your training provider to plan a successful training programme for your organisation
- Review the features of a structured onboarding and induction process that supports your apprentice and builds shared ownership in the apprenticeship
- Explore the milestones and success factors that underpin a successful apprenticeship and deliver impact for both employers and apprentices.



# MANAGING AND SUPPORTING APPRENTICES IN THE WORKPLACE



## Designed for:

Those in small to medium-sized enterprises (SMEs) who are supporting and/or managing apprentices.



## About:

Get practical ideas and advice for supporting and managing apprentices. You'll explore roles and responsibilities, how to motivate and engage apprentices, and approaches to building confidence, wellbeing, performance, and progress.



## How to access:

Self-directed, interactive eLearning course which you can dip into and return at a time that suits you.



## Learning Objectives:

- Explore how you and your training provider can share responsibilities, so your apprentice gets the best support
- Discover simple, proven ways to design tasks and a work environment that keep apprentices engaged and moving forward
- Investigate everyday communication and recognition tactics that build apprentices' confidence and help them feel valued and supported
- Consider how to notice signs that an apprentice might be struggling and work together to get them back on track.



# COACHING APPRENTICES AND DEVELOPING A LEARNING CULTURE IN APPRENTICESHIPS



## Designed for:

Those in small to medium-sized enterprises (SMEs) who are supporting and/or managing apprentices.



## Description:

This course offers practical ideas and advice to help you support your apprentice through simple coaching tactics, effective communication, creating an inclusive environment, and using constructive feedback and success stories to build a positive learning culture.



## How to access:

Self-directed, interactive eLearning course which you can dip into, and return at a time that suits you.



## Learning Objectives:

- Explore coaching tactics that help apprentices to perform better and work more independently
- Consider how to use communication skills to create a positive relationship with your apprentice that supports their progress
- Investigate how to create a safe, welcoming and inclusive environment for your apprentice
- Recognise how constructive feedback and success stories can help apprentices to succeed.



# SUPPORTING APPRENTICES THROUGH ASSESSMENT, WELLBEING AND NEXT STEPS



## Designed for:

Those in small to medium-sized enterprises (SMEs) who are supporting and/or managing apprentices.



## About:

This flexible eLearning course provides practical ways to support your apprentice, helping them succeed in assessments, stay motivated, and contribute to your business, while exploring simple strategies to maintain wellbeing, recognise achievement, and prepare for next steps without adding extra workload.



## How to access:

Self-directed, interactive eLearning course which you can dip into, and return at a time that suits you.



## Learning Objectives:

- Explore how assessment works on apprenticeships and how you support it day to day
- Consider how to support apprentice wellbeing during busy or high-pressure periods
- Identify practical ways to keep apprentices motivated towards the end of their apprenticeship
- Investigate how to recognise success, share achievements and support next steps.



157-197 Buckingham Palace Road, London SW1W 9SP  
020 3740 8280  
[enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk)  
ETFOUNDATION.CO.UK

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