

# Employer Duties & Responsibilities

5 Key Questions an Employer must ask themselves before employing an apprentice.

## 1 Can you recruit and select the apprentice on a three year fixed full time permanent contract (including the day off-the-job release) and provide continuity of employment for the apprentice(s) to complete all phases of their three year apprenticeship programme?

The position is a three year fixed full time permanent contract (including the off-the-job release) for no more than 37.5 hours per week. Your normal contract of employment for the job role together with a Code of Practice for Apprentices outlining your obligations will form the basis of the employment. This Code of Practice is intended to assist both employers and apprentices to understand their duties and responsibilities relating to the apprenticeship programme. Apprentices and employers must accept this Code of Practice as part of the employer approval and apprentice registration processes.

An Apprentice Code of Practice for employers is available at:  
**[www.apprenticeship.ie/Documents/ApprenticeshipCodeOfPractice.pdf](http://www.apprenticeship.ie/Documents/ApprenticeshipCodeOfPractice.pdf)**



## 2 Can you provide access for the apprentices to the range/type of work that will allow the apprentice gain the experience and develop the skills across the full range of competencies included in the training plan?

You are required to facilitate rotation (where possible) of tasks or roles to ensure the apprentice gains an appreciation of the varying roles/types of work within the company.

## 3 Provide the time, facilities and equipment necessary to support the apprentice in respect of both on and off-the-job training at your premises.

Facilities include a desk, PC or portable device within a team environment whilst on-the-job. You are also required to support off-the-job learning by giving the apprentice appropriate time and facilities/equipment necessary (quiet area with PC or portable device and headphones) to participate in online lectures, tutorials and to attend face to face lectures in house or at venues arranged by ATU Sligo to enhance professional and technical knowledge.



## 4 Can you provide a qualified or experienced staff member who will supervise their training and work and assess/verify the apprentice in the workplace?

You are required to provide a qualified or experienced person to act as the workplace supervisor with responsibility for day-to-day supervision of the apprentice within a team environment.

They should have as a minimum the APA qualification relevant to their specified function or be a Grandfathered Person (as defined by the Central Bank MCC code) as they will also be required to mark case study assessments to confirm the achievement of learning outcomes and record/exchange data as specified in the workplace assessment framework for the on-the-job phases of the apprenticeship programme.

A maximum of 7.5 hours CPD per annum can be awarded to qualified supervisors for marking case study assignments.

In respect of APA/CIP/QFA/ACII/FCII holders and Grandfathered persons.

## 5 Can you provide a mentor and/or programme manager (if more than one apprentice) to provide support and guidance to apprentice in the workplace?

You are required to provide a qualified person with sufficient professional expertise and authority to support, guide and mentor the apprentice(s).

They will also be required to manage the recruitment and initial orientation of apprentices and act as liaison with ATU Sligo and The Insurance Institute delivering the programme. They will also be required to arrange task/team rotations to ensure the apprentice has access to the range/type of work required to meet the training plan learning outcomes.

Periodic face-to-face observation of the experience and achievements of the apprentice will be required and outcomes recorded and discussed with the Supervisor/Assessor who will record the data within the apprentice training/learning plan.

A maximum of 7.5 hours CPD per annum can be awarded to mentors that are ACII/FCII qualified as unstructured CPD.

### A workplace supervisor/mentor:

- Acts as a role model
- Promotes independence and self-direction in learning
- Manages the apprentice's training needs and motivation
- Provides regular feedback and encouragement
- Maintains records of progress
- Helps the apprentice develop problem solving and general employability skills