

As an employer, you are essential to the success of your apprentice's journey. At City of Glasgow College, we recognise the impact of a supportive and engaging workplace on an apprentice's growth and development. To help foster this environment, we have developed this guide below that details the core responsibilities for our employer partners supporting the Modern Apprenticeship program.

## Legal Employment Requirements

Hire the apprentice as an official employee with a contract that aligns with the apprenticeship framework and training agreement.

Offer fair, competitive pay that reflects industry standards and recognises the apprentice's skill level. This must be in line with **National Minimum Wage** standards.

Before commencing with the apprenticeship, ensure the apprentice has the legal right to work in the UK for the duration of their programme.

Secure Employer's Liability Insurance and any other relevant policies to cover your apprentice's safety and liability.

## Equality and Diversity in Recruitment

Implement non-discriminatory recruitment processes to attract candidates from diverse backgrounds, ensuring that everyone has an equal opportunity to succeed.

Provide an application process that is accessible and transparent. This may involve offering alternative application formats or support during interviews.

Use a fair and objective selection process to evaluate candidates, avoiding any bias related to gender, ethnicity, disability, socioeconomic background, or other personal factors.

For further information and guidance on inclusive recruitment practices visit **Skills Development Scotland's Employer Hub**.

## Support for Training, Development and Progress

Participate in the apprentice's induction process, regular progress reviews, and help with any optional qualification units they select.

Allocate the apprentice a minimum of one-half day each week to work on their qualification and to collate any evidence required for assessment or to attend any off-the-job training where required.

Provide paid time off for the apprentice to attend off-the-job training (e.g., day release or block training) as needed to fulfil their apprenticeship requirements.

Designate a mentor to guide and support the apprentice, complementing the assistance offered by the Training Provider.



## Workplace Safety and Incident Reporting

Ensure the apprentice has access to all necessary protective clothing, tools, and equipment to perform their job safely.

Report any incidents in line with RIDDOR requirements. Inform the Training Provider immediately of any reportable events related to the apprentice's program to allow for appropriate response.

## Data Privacy

Comply with Data Protection legislation, maintaining confidentiality and following data retention policies once the apprenticeship concludes. Uphold any Data Sharing Agreements to ensure privacy and security of information.

## Open Communication and Compliance

Respond promptly to email or SMS requests from Skills Development Scotland (SDS) regarding the apprentice's training. Failing to respond within 30 days may lead to withdrawal of funding.

Notify the SVQ Assessor or Workforce Development Officer promptly if there are any changes to the apprentice's line manager or role.

Cooperate with SDS representatives by granting access to your premises if needed for audit purposes.

## Safeguarding and Duty of Care

Promote a safe and supportive workplace where apprentices feel secure, respected, and free from harassment, discrimination, or any form of abuse.

Identify a designated safeguarding contact within your organisation who apprentices can approach with concerns. Ensure they are trained in safeguarding practices and PREVENT with the knowledge to provide appropriate support.

Be vigilant in recognising any signs of harm or distress in apprentices. If any safeguarding concerns arise, follow the correct procedures and report to the relevant authority or safeguarding officer immediately.



## Commitment to Fair Work First

Fair Work First is a government scheme that encourages employers to promote a fair, inclusive workplace culture. Your commitment to these qualities as an employer ensures apprentices have the best chance to succeed and grow professionally.

Offer apprentices fair and equal opportunities to learn, develop, and progress, just as any other employee in the organisation.

Prioritise the apprentice's wellbeing, ensuring that they feel respected, valued, and supported in their role. Encourage a workplace culture that values their wellbeing and contributions.

Pay your apprentice at the real living wage with guaranteed hours and a clear employment contract and offering guidance

on career progression within or beyond their apprenticeship.

More information can be found on the [Fair Work First](#) government webpage.

**Thank you for taking the time to read this document. Your support and guidance play an essential role in shaping future professionals. By following these guidelines, you'll contribute to the growth of a skilled, motivated workforce and provide apprentices with a solid foundation for their careers.**

