

Selecting the Right Apprentice

Employers Checklist

Criteria	✓
<p>1. Does the Applicant meet the minimum entry requirements?</p> <ul style="list-style-type: none"> • 18 or over with a minimum Level 5 qualification (e.g. Leaving Certificate). • Mature learners aged 21 or over with 3 years relevant work experience. • Learners for whom English is not a first language must demonstrate proficiency in English (Applicants must achieve a minimum of a Grade B2 in the Oxford English Test to meet the entry requirements). 	
<p>2. Have you shown the Applicant the modules and an outline of the programme?</p>	
<p>3. Have you informed the Applicant about the commitments involved in completing the programme?</p> <ul style="list-style-type: none"> • 23-24 days per year • Travel and overnight accommodation • 2 hours online learning per week • 3-4 hours independent learning per week • Exams and assignments 	
<p>4. Is the Applicant enthusiastic about completing the programme?</p>	
<p>5. Does the Applicant feel confident he/she can complete the programme?</p>	
<p>6. Does the Applicant show qualities that would make a good Retail Supervisor?</p>	
<p>7. Have you spoken to the Applicant's immediate supervisor to ensure they will support him/her over the full duration of the programme?</p>	
<p>8. Is there an appropriate Workplace Mentor available (and willing to play the role of Mentor) within the organisation to support the Applicant?</p>	
<p>9. Is the Applicant's Digital Skills at a satisfactory level (e.g. good word processing skills, comfortable using the internet etc...) If not, perhaps the applicant may consider undertaking a basic It Programme e.g. ECDL in advance</p>	
<p>10. Has the Applicant discussed the programme with his/her family and received their support?</p>	
<p>11. Does the Applicant display good self-discipline skills?</p>	