

# Selecting the Right Apprentice

## Employers Checklist

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