Employer Obligations

**A checklist to confirm you are doing all the things expected of you before, during and towards the end of an apprenticeship.**

**Before**

| **Obligation** | **Explanation** | **Done?** | **Your comments** |
| --- | --- | --- | --- |
| Check your insurance | You must have employers’ liability insurance before employing apprentices |  |  |
| Health and Safety | The training provider will check your premises meet the Health and Safety requirements of an apprenticeship |  |  |
| Offer a genuine job | With a contract that is at least the length of the apprenticeship |  |  |
| Sign an apprenticeship agreement | An agreement between you and the apprentice with reference to the Standard or Framework to be taken |  |  |
| Sign a commitment statement | This outlines your role, the training providers role and expectations of the apprentice |  |  |

**During**

| **Obligation** | **Explanation** | **Done?** | **Your comments** |
| --- | --- | --- | --- |
| Pay the apprentices wages | In line with how you pay your other staff |  |  |
| Offer employee benefits | Paid holidays, sick pay and other employee benefits should be the same for your apprentice as other employees |  |  |
| Pay the training provider | You will agree a payment schedule with the training provider or use your online apprenticeship service account to pay |  |  |
| Assign a buddy or mentor  | To support the apprentice at work |  |  |
| Contact the training provider regularly | To keep the apprentices on track. This should happen at least quarterly |  |  |

**Towards the end**

| **Obligation** | **Explanation** | **Done?** | **Your comments** |
| --- | --- | --- | --- |
| End-Point Assessment Organisation | For apprenticeship Standards, the employer chooses which organisation will assess your apprentice. This should be done in collaboration with your training provider. |  |  |
| Sign-off the apprentice's readiness | For apprenticeship Standards, the employer chooses when the apprentice is ready for their end-point assessment. This must be at least 12 months into the programme. Work with the apprentice and training provider to confirm readiness. |  |  |