



# Best practice induction for Apprentices

One of the most important things to consider in retaining your apprentice is to ensure that when they begin their role they undergo a structured and formal induction. The purpose of this is; to make sure they have all the information and resources they need, feel they have a supportive workplace and supportive supervisors, and empower them to learn how the business operates and what's required of them.

We have outlined some best practice apprentice guidelines for inducting your apprentice.

## Before your apprentice arrives

### Prepare an induction pack

This induction pack should be given to each apprentice on day one. It should include; their employment contract, company information – including who started the company and where it is today, important safety procedures, the ways of working document, any forms that the apprentice may need to complete including a tax file number form, their job description and the role of Australian Business Limited Apprenticeships Centre including access to websites, forums, tips sheets and advice.

### Ensure all the materials and equipment they need are ready to go

This includes any items that they will need to do their job. It could include tools, shoes, apron's, phones, safety equipment etc.

### Prepare an itinerary for week one

There is a lot for the apprentice to get through in week one, so it's a good idea to have meetings already agreed and planned out. You can use the attached template as a schedule.

### Contact your apprentice prior to day one

Ring your apprentice the week before they start to touch base and let them know what will happen on day one and when and where they should arrive.

## When your apprentice arrives

### Meet with your apprentice to kick start week one and address the following Induction pack

Talk through the details of the induction pack.

### Ways of working agreement

Talk through and sign the ways of working agreement, address any issues or concerns the apprentice has.

### Week one schedule

Discuss with your apprentice the meetings you have arranged with different people to introduce them to the business, tasks you want them to achieve during the first week and anything else you have scheduled in their week one induction.

### Get to know your apprentice

Use this introduction to get to know your apprentice. Get an understanding of who they are, how supportive their family is, what they want to get out of work, how they'll get to and from work and what other activities/passions they have in their life.

### Ensure training is in place for the first 12 months

Schedule training events through the apprentice's first 12 months to ensure they have access to training and development

### Arrange non-work events

Make time to schedule events where your new apprentice can get to know the workplace and the team at a personal level. Two of the key reasons apprentice's don't complete their apprenticeship is due to poor relationships with their boss/colleagues and an unsupportive workplace culture. Ensure you have activities planned to build these relationships and a supportive workplace culture.

### Ongoing communication

Induction lasts beyond the first day and first week. Ensure you continue to make time, even a regular half hour weekly or fortnightly time to meet one on one with your apprentice and touch base, review their progress and answer any questions they may have.



## Example: Apprentice week one induction schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 – 8	Start work at 1/235 Charters Towers Rd Townsville	Start work at 1/235 Charters Towers Rd Townsville	Start work at 1/235 Charters Towers Rd Townsville	Start work at 1/235 Charters Towers Rd Townsville	Start work at 1/235 Charters Towers Rd Townsville
8 – 9	Induction meeting with Jo		Travel to new job site with Mike for the morning	Training with Sam	
9 – 10	Induction meeting with Jo	Coffee with Lee – 2nd year apprentice			
10 – 11	Induction meeting with Jo				
11 – 12					
12 – 1	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
1 – 2					
2 – 3	Coffee with Pete – longest employer and onsite supervisor				Review week – meeting with Jo
3 – 4		Training with Sam	Training with Sam		Welcome drinks with the team
4 – 5					
5 – 6					