**Apprenticeships - *Employer Readiness Check***

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| **Starting an Apprenticeship?****Employer Readiness Check** | **Yes / No** |  **Action** **(Key stakeholders?)** |
| Do you understand your obligation to ensure your employee benefits from [Off-the-job Training](https://blog.shu.ac.uk/apprenticeship-resources/succeeding-in-your-off-the-job-training/how-will-off-the-job-training-take-place/) (OTJT)? |  |  |
| Do you know what counts as OTJT? |  |  |
| Do you know how your apprentice will record this? -check the [MAYTAS Hub manuals](https://blog.shu.ac.uk/apprenticeship-resources/succeeding-in-your-off-the-job-training/how-will-off-the-job-training-take-place/) |  |  |
| Have you allocated a [mentor](https://blog.shu.ac.uk/apprenticeship-resources/onboarding/employer-commitment/mentoring-the-apprentice/) for your apprentice to attend Progress Reviews with the WBL Coach every 12 weeks? |  |  |
| Does your [mentor](https://blog.shu.ac.uk/apprenticeship-resources/onboarding/employer-commitment/mentoring-the-apprentice/) (you?) understand the role and how a mentor is supported in your organisation? |  |  |
| Do you know what projects will be set by the University at each stage and you will facilitate? |  | (hint – read your Training Plan Delivery Grid) |
| Can you identify the kind of impact and even return on investment that your organisation might get from projects? |  |  |
| Have you read the Training Plan and understood how to implement the employer-led actions, *before during and after each module*? |  |  |
| Have you reviewed your Apprentice’s initial [Skill Scan](https://blog.shu.ac.uk/apprenticeship-resources/onboarding/starting-point-and-skills-scan/) which is accessed in MAYTAS Hub? |  |  |
| Have you discussed the Skill Scan to help your Apprentice to make progress on [the Starting Point Exercise](https://blog.shu.ac.uk/apprenticeship-resources/onboarding/starting-point-and-skills-scan/)? |  |  |
| Are you confident this is the right apprenticeship for the role of your Apprentice, and they will get the experience they need to be successful at the EPA? |  |  |

**Further Information:**

* For queries relating to funding apprenticeship opportunities, you should contact one of our Employer Partnership Managers directly, or using our business gateway: business@shu.ac.uk
* If your questions relate to operational data, or the functioning of MAYTAS Hub, passwords and access, etc. please email apprenticeships@shu.ac.uk
* If your question is about the role of the *mentor* and how best to support your apprentice, your best starting point is The Sheffield Hallam Work Based Learning Coach, who you can contact directly, or discuss matters in the next apprenticeship progress review. You can read more about the [role of mentor here.](https://blog.shu.ac.uk/apprenticeship-resources/onboarding/employer-commitment/)