



# 5 Steps to help apprentices settle

by Always Growing You



## 1 Welcome and Induction

Greet the apprentice with a friendly and welcoming introduction to the nursery and the team. Make them feel valued, seen and listened to from day one.

Provide a comprehensive induction, including a tour of the nursery, introductions to colleagues, and an overview of nursery policies and procedures. Don't leave anything to chance.

## 2 Mentorship and Support

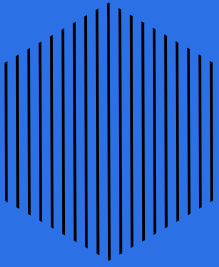
Pair each apprentice with an experienced staff member as a mentor. The mentor can offer guidance, answer questions, and provide ongoing support.

Schedule regular check-in meetings to discuss the apprentice's progress, address concerns, and set goals for their learning journey.

## 3 Training and Development

Develop a clear training plan that outlines the skills, knowledge, and competencies the apprentice will acquire during their apprenticeship, work closely with the apprenticeship provider to do this .

Encourage hands-on learning experiences. Apprentices should gradually take on more responsibilities as they gain confidence and competence.



## **Remember...**

Everyone was new before, and this will bring out different feelings in different people. Encourage openness and empathy during this time, but set clear boundaries too.

## **4 Inclusion and Team Building**

Foster an inclusive workplace where all staff members, including apprentices, feel part of the team.

Organize team-building activities and events to strengthen relationships and collaboration among staff members.

## **5 Feedback and Recognition**

Provide regular, constructive feedback to apprentices. Highlight their achievements and offer guidance for improvement.

Celebrate their milestones and accomplishments with small rewards and public recognition to boost morale.

# **Good luck**

**If you have any questions  
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