



## Tips from our employer mentoring workshop

### 10 top reasons why apprentices finish their apprenticeship

1. Strong personal commitment by the apprentice to the training contract
2. Strong social support network including family, partner and friends
3. A placement that provides the apprentice with what they need to do their job
4. Satisfaction with prior experience in the occupational area
5. Supportive workplace supervisors and managers
6. A supportive workplace culture
7. Opportunities to participate in structured training
8. Reliable transport
9. Availability of alternative career paths
10. Value placed on the qualification

### 4 Key reasons why apprentices leave

1. Poor relationships with their boss or supervisor
2. Poor relationships with co-workers
3. Apprentice's coping skills
4. The initial contract between apprentice and employer is not viewed as binding

According to the research there are four key areas employers need to focus on to get the most out of their apprentices.

#### 1. Apprentice engagement:

The more engaged employees are the better they'll perform. It's worth taking the time to increase employee engagement because the more engaged they are the more productive, safer, more innovative, and more focused they are. In addition to this, they enjoy work more, build better relationships and are more customer focused.

#### 3 tips to increase apprentice engagement:

1. Make an effort to get to know them, take the time to know why they want to work there, what interests do they have?
2. Do you know what your apprentice is good at? Take the time to allocate them work that stretches and challenges them. Participate in their learning experience and help them feel valued.
3. Help them see the big picture. For many apprentices, the road to securing your trade can be a long one. Let them know they're not alone and motivate them to see the big picture and the benefits of their hard work.

#### 2. Induction:

While many employers make sure they induct on OH&S issues, what about the other rules of the worksite the apprentices need to know like expectations, work hours, dress code and training. One of the key success points of keeping your apprentice engaged and committed to the job is by implementing a structured induction program that covers everything they need to know and opens the doors for continuous conversations.

#### 3 tips for best practice apprentice induction:

1. Before they arrive make sure you are ready go. Make sure you have an induction pack with all the paperwork they'll need and any equipment ready to go. How you treat their first day, will influence how they treat the rest.
2. Once they're on the job make sure they have training set up, meeting to meet the other team members and opportunities to keep talking to their supervisor/manager.
3. Induction is ongoing. While we need a structured program, keep the communication lines open. Keep checking in and ensure they know everything they need to.



### 3. Build effective relationships:

We know that a key reason's apprenticeships don't work out is because of relationships with employers or co-workers. Relationships take time and effort, the more you put in, the more you'll get out.

#### 3 tips for effective relationship building:

1. If your apprentice is of a younger generation, avoid assuming they have a poor work ethic. Give them time to earn their stripes before casting judgments.
2. Make clear your expectations early on. People aren't mind readers. If you don't explicitly state the ways things need to be done, don't assume your apprentice will know. Be fair.
3. Make an effort to get to know your colleague. When you were their age, what did you enjoy talking about. Be flexible.

### 4. Coaching and mentoring your apprentices:

Sometimes the role of employer can feel like the role of a responsible parent. As an employer, your role with your apprentices is to coach and mentor them, teach and guide them how to do the things that you've been doing for years. What does a good mentor look like to you?

#### 3 tips for being a successful mentor to apprentices:

1. Avoid simply telling your apprentices what do. This is the easy way out and means they don't have to think. If they're not thinking, they'll get bored and de-motivated.
2. Engage your apprentices by asking how they might approach something, what they think is the best way forward. Look for their involvement by hearing what they have to say and give them feedback on that.
3. Set them goals. We all need direction and your apprentices included. Take the time to set small goals for them and reward them when they're reached.