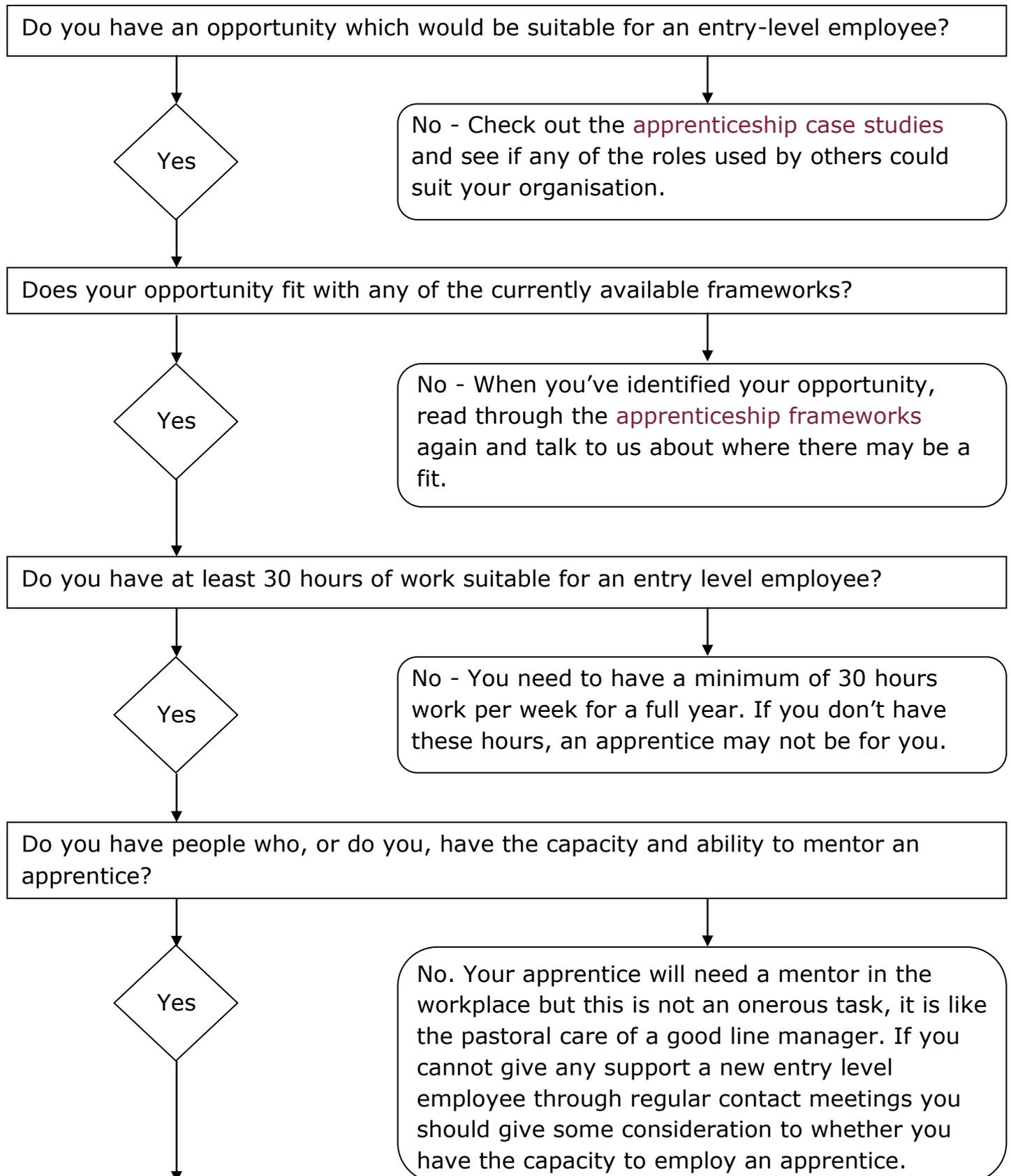
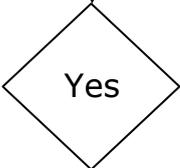


Capacity Questionnaire

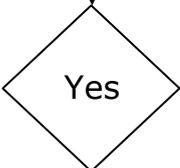


Do you have the authority to make the decision regarding taking on an apprentice and does your management team/board agree with your plans?



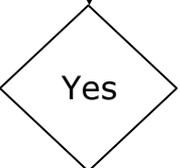
No. Having support from the top can make a real difference to an apprenticeship scheme. Think seriously about advocacy in your planning.

Does your organisation, particularly the management, understand and accept that an apprentice must be released from their work to undertake training with a partner college or training provider?



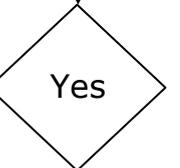
No. By taking on an apprentice you are engaging a YES member of staff who has training requirements they must attend. If this arrangement doesn't suit you and your organisation then hosting an apprentice will be very hard.

Are you happy to have an employee who needs to collect evidence of the work he/she does in order to be assessed by the training provider?



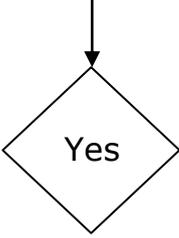
No. Photographs, videos, written accounts – these all help the apprentice build up a good portfolio of evidence. This is used YES as an assessment tool and you need to be comfortable with the work of your organisation being recorded in this manner.

Are you prepared to review your organisations processes in order to ensure the best possible experience for your new apprentice?



No. Preparing to bring on an apprentice can be like having a Not Sure? ... health check – how up to date is your Health & Safety policy? Where is the Equality Policy kept? It does no harm to review YES and update policies as part of this process and no-one is judging, you will move forward with recruiting when you and your training provider are comfortable doing so.

Are you satisfied that you are able to fund your apprentice to an appropriate wage?
Remembering that the minimum apprenticeship wage is only a minimum – organisations are wholly encouraged to offer as close to the national minimum wage as possible! that an apprentice must be released from their work to undertake training with a partner college or training provider?



No. If you are unclear as to how you can fund an apprentice but are sure your organisation is well placed to take one on, talk to us about **funding options** available to you.