Apprentice Induction Procedure

Metadata Training

Before starting on the apprenticeship programme the apprentice is required to have a group or one-on-one induction with their allocated training consultant in their workplace

The training consultant is allocated to the apprentices before the induction session by the apprenticeship manager.

Some parts of the induction will run with the apprentice's line managers.

The apprentices will be inducted in the following:

- Ensure Maths and English functional skills certification recorded, if they don't have these then the employer needs to take the required steps to make sure the apprentice satisfies the requirement
- Explain the responsibilities of the apprentice and the tasks they need to perform to complete the programme successfully
- Explain the apprenticeship programme and the formal and informal training that they will receive
- Explain what the off-the-job training is and how the Individual Learning Plan (ILP) should be used by the apprentices to record and track their progress and how often this will be monitored by the training consultant
- Explain what the end-point assessment is and the ongoing creation of the summative portfolio
- Explain what the synoptic project is, inform the apprentice that a employer reference is required and that they are expected to attend an interview with BCS examiners at the end of the programme
- Normally apprentices will take specific training courses with exams (held either at the apprentice workplace or at a public training centre) This is explained to apprentices and dates for training included in their programme.
- Set up a calendar schedule with the allocated training consultant and decide how often they will meet and when the formal and informal training will be conducted.
- Clarify how to inform Metadata Training of absence and how this is monitored.
- Explain the type of support that is available to them from the admin staff, the trainers and the allocated training consultant and how to contact them.
- Give access to PluralSight and explain how it can be used during the programme to achieve part of the off-the-job training
- Explain how the apprentice progress will be tracked, how feedback will be provided and how issues are going to be addressed.
- Arrange feedback sessions during the apprenticeship programme to make sure the apprentice is on track with the programme and there are no issues to be addressed.

- Explain the following policies:
  - Health and Safety at Work Act
  - Employer and Public Liability Insurance Certificate
  - Complaints Procedure
  - Appeals Procedure
  - Equal Opportunities Policy
  - Reasonable Adjustment Policy and Procedure
  - Quality Assurance Policy
  - Malpractice / Maladministration Policy and Procedure
  - Safeguarding Policy

- The training consultant will explain the Cumulative Development Evidence Report so the apprentices know how to track their progress

The induction will provide advice and guidance for the apprentices on the business analysis apprenticeship programme and the support offered from Metadata Training. We revisit the information introduced at induction at later dates throughout the programme to check and review the apprentice's understanding of this process. The allocated training consultant is responsible for making sure the apprentice is always reminded of all the information provided during the induction day. All the information is also provided in the Business Analysis Apprentice handbook.

By the end of the induction session the apprentice will know how to access:

- Business Analysis Apprenticeship Handbook that includes all the relevant information
- explained during the inductions
- Their Individual Learning Plan so they can track the 20% off-the-job training
- Pluralsight login details
- A document explaining the programme content
- A calendar with the dates of the formal and informal training and meetings with their

mentors