

APPRENTICE RECRUITING GUIDANCE

FITNESS

There will be a required level of fitness for all job roles, however for maritime apprentices working on vessels, they require a ML5 or ENG1 medical as this is a minimum seafarer working standard. I suggest that an apprentice is not employed until they have a satisfactory medical certificate.

ENGLISH AND MATHS

The modern apprenticeship syllabi whilst quite practical, are more academic than they were. This really reflects society and industry, where we are much more driven by process, records and legislation as well as doing the job. There are assessed elements covering business and law, safety, and on vessel-based apprenticeships - higher level navigation and radar, vessel stability etc.

Whilst we keep the training as practical as possible, every course will have a theoretical assessment, and some take extra self-study time. Therefore, all apprentices must have GCSEs in English and Maths at Grade C or 4 and above. Evidence of having GCSEs at the correct level is required.

We are happy to have apprentices without the required GCSEs (and we have many), but they will need to undertake extra (government funded) functional skills training to achieve these levels of English and Maths during the Apprenticeship. This adds an extra burden to them during the apprenticeship - so if they are not at the minimum level - they will need to be enthusiastic and not put off by extra work to get to the required standard in the two years, as well as their expected apprenticeship study.

I would also suggest during an interview that basic tests on English and Maths are undergone so that you get a good idea of their current level, this may also highlight any special educational needs. This should include reading, writing, basic maths and spelling etc.

MOTIVATION

We do a huge amount of training with apprentices and offer lots of support. However, apprentices cannot be passive learners and will need to put in lots of study themselves to ensure that subjects and knowledge taught and gained over the two years are not lost as the apprenticeship goes on. So, discipline and hunger for the qualification are key. The employer must support this learning.

LEARNING NEEDS

We always accommodate learning with Special Educational Needs (SEN); dyslexia, autism, ADHD etc. Employers should be aware that they will have to make the same adjustments in the workplace. We are happy to advise. Learning can be harder and take longer in some cases for some individuals.

RELIABILITY

We work with employers to organise training at regular intervals. However, if an employer pulls an apprentice out from a week of training, or if the apprentice does not attend, the employer may need to rearrange the course at their cost. Look for apprentices who seem reliable with a good attitude.

ROBUST

The industries that we operate in are robust industries where apprentices must be relatively self-sufficient and self-motivated. Bear this in mind when interviewing.

CONTRACT OF EMPLOYMENT



AGE

Apprentices are aged 16 or over and we have a few in their 50's. They can be existing employees who are retraining or fresh recruits. If you are employing apprentices under 18, be aware of extra risk assessment responsibilities and possible limitations of hours of work and night working and discuss with us accommodation when on training courses.

CONTRACTS

Apprenticeships last 1 or 2 years, depending on the apprenticeship. SeaRegs hope to get all training and assessments completed in this time. However, employers should be aware that if English and maths are required, or if the apprentice is off sick, pregnant, has illness issues or other pandemics kick-in etc, it can take longer. It is worth maybe to consider this when writing contracts.

Questions to ask

- Useful questions to ask or get written answers
- for when interviewing a potential apprentice:
- What would you say your main strength is?
- Describe an occasion when you've demonstrated that skill.
- Apprenticeships consist of a full-time job and study, how would you organise your time?
- Tell us about a time when you've organised your time well—and when you've encountered a challenge.
- The apprenticeship takes 1/2 years, how would you ensure you remembered topics taught at the start of the apprenticeship?
- What do you know about the maritime world and this environment?
- If you are finding learning or a situation at work difficult, explain what you would do.

If you have any questions or if you would like us to be part of the process, please get in touch with us admin@searegs.co.uk. It is important to get apprentices have a good work and study ethic.