

TACKLING UNDERSTANDING & COMMITMENT FROM THE APPRENTICE & THE LINE MANAGER

**Action Plan
13-01**

MARCH 2024

Introduction

Related course: Tackling Commitment from the Apprentice and Line Manager

What is this resource for

This action plan is designed to help capture some key outcomes from the live CPD course. Therefore, allowing you to create clear targets to be achieved by named internal individuals; including dates for achievement. This action plan can feed into your own Quality Improvement Plan (QIP)

How to use this resource

The following exemplar action plan provides some suggestions for issues you might want to include in your action plan, based on your learnings from Tackling Commitment from the Apprentice and Line Manager course.

Your action plan will be a working document which you will want to add to and amend. It is, however, helpful to include some initial dates so that you can monitor your progress and amend accordingly

Issues/ gaps identified	Proposed actions I commit to undertaking following this course	By whom	By when	Status
Fully complete the risk assessment (in Excel)	1. Sort the completed data into priority order and then separate it by categories. 2. Agree with your line manager (if applicable) suitable methods of approaching each category 3. Make intervention plans with the relevant stakeholders 4. Revisit your intervention at an agreed milestone 5. Analyse the support given to assess the success of the intervention	Tutor (own caseload)	17/05/2024	Input started – analysed the employers first
Coaching style questions	1. Complete a mock progress review with a colleague, record it and playback and analyse the kind of questions used. Analyse the balance between the total time each participant contributes. For example, ‘the apprentice’ should be communicating 70% of the time. 2. Try the same activity again, using the suggested questions to see how your style changes. 3. Compare the two recordings and ask the question, did the change in questioning allow the apprentice to have a stronger say and demonstrate clearer direction in their learning journey	Tutor (own caseload) Tutor (colleague) Head of Department	14/06/2024	Not started

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Apprenticeship Journey common issues	1. Use the slide titled 'Apprenticeship journey' 2. Place the diagram on the wall or share it virtually online. 3. Without discussion ask a variety of internal and external stakeholders to place stickers/post-it notes/annotations on the areas that they feel have the most challenges 4. Rate the challenges in order 5. In priority order, take turns 'around the table' to suggest improvements 6. Trial these ideas on a small group of apprentices / an employer 7. Analyse the impact of the changes at an agreed milestone	A representative from each stage of the apprenticeship journey. I.e. Onboarding team, Delivery team, Operations team, EPA team.	14/06/2024	e-mails sent to different departments so far, awaiting response to co-ordinate a common date.

APPRENTICESHIP WORKFORCE DEVELOPMENT

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