

INVESTORS IN PEOPLE®

We invest in apprentices framework



What it takes to be accredited

Let's make work better

80,000 hours.

That's how long most of us will spend at work in our lifetimes.

For something that takes up that much of our time, we think people deserve to get more out of it than a monthly pay cheque. And they definitely deserve more than lying awake on Sunday nights, worrying about the week ahead.

Letting apprentices know how they'll be supported, motivated and where they can grow.

Challenging ourselves and our colleagues to create that space.

That's what it means when **We invest in apprentices.**

So let's do something about it.

You're reading this because you think that, too.

You want to see what you can do to put your people first.

And when you do that, your bottom line sees the benefit.

We want to help you **make work better.**

What are you waiting for?

Let's get started.

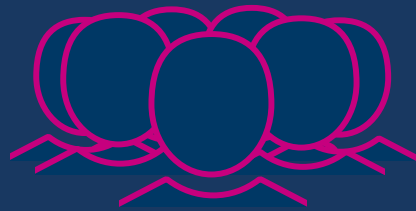
Making work better

Investors in People in numbers



1991

the year Investors in People started. Back then, we were part of the UK government. But we've been independent since **2017**.



£0

the amount of profit we keep. We're a Community Interest Company - that means we invest all our profits back into the community.



60%

of companies we've accredited predict their business will grow (compared to the national average of 47%)*.

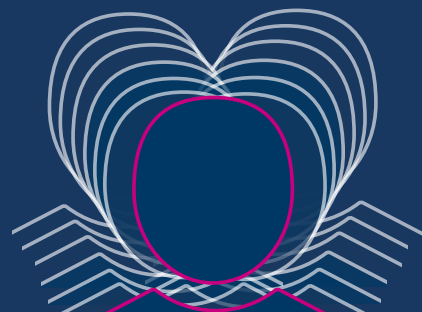
66

countries around the world that recognise the Investors in People mark.



11 million

people we've made work better for (and counting).



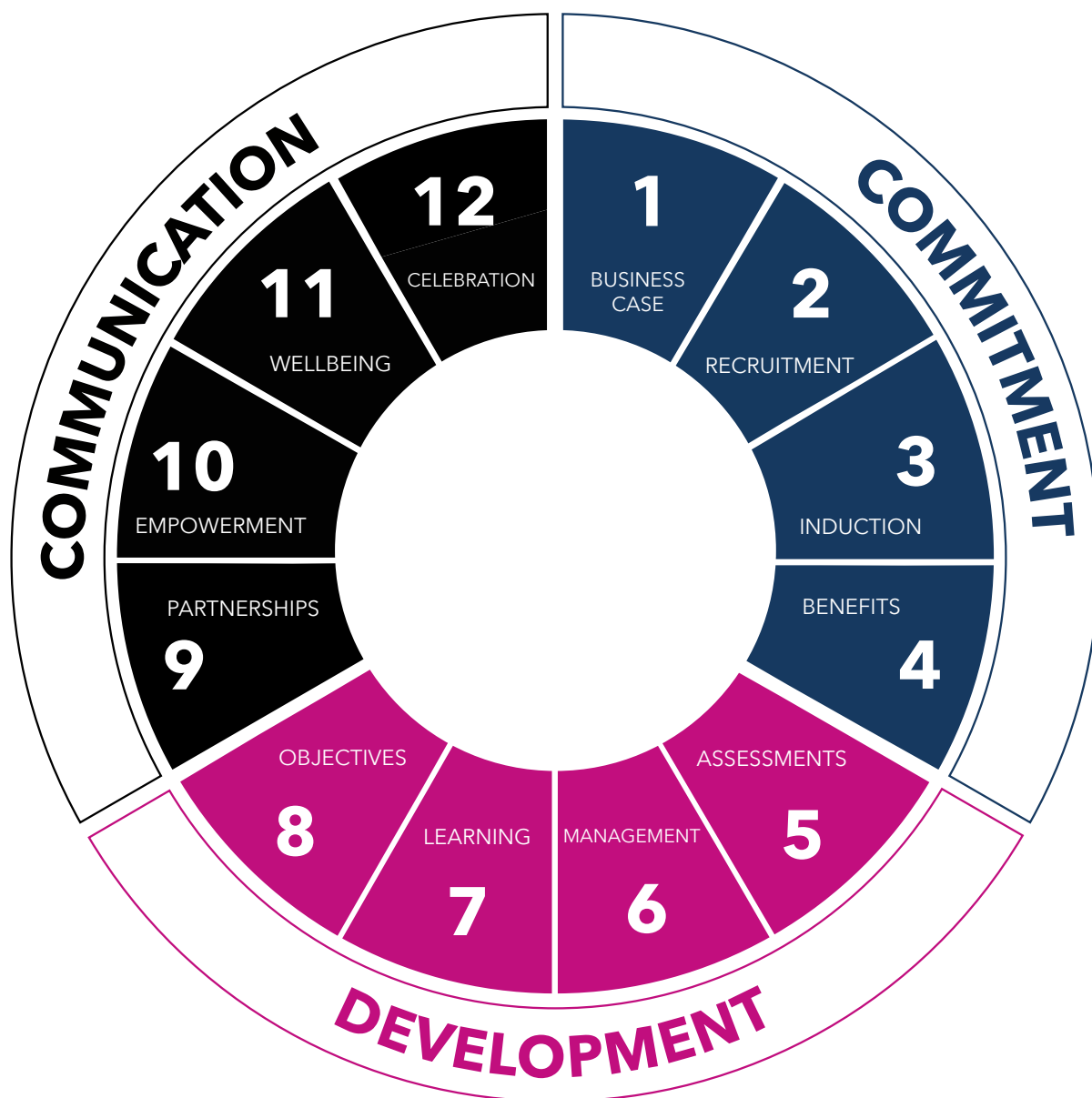
How we created our apprentices framework

The UK Government's Department of Education asked us to develop this framework.

We worked across the four nations and developed this framework with apprentices, employers, parents, training providers and policy makers.

From Nestlé to Bentley, the Ministry of Defence to the NHS to Young Apprentice Ambassador Network and the Federation of Small Businesses - we've built this framework by hearing from companies with successful and powerful apprenticeship programmes.

All the points that make up this framework are based on research into what makes an apprenticeship programme work for the apprentice and work for the company.



This is your guide for how we'll assess your apprenticeship programme

This framework measures how well you're doing at supporting your apprentices at work.

As you go through, you'll see what we look for

From how you recruit apprentices to the opportunities they have in your team.

You'll also be able to see what it takes to reach each level of accreditation - **silver**, **gold** and **platinum**.

Having our mark by your organisation's name is a clear sign that you care about putting your people, specifically your apprentices, first. It's recognised all around the world - and only organisations we've accredited are allowed to use it.

There are two main ways we'll work together

The first step is for us to assess how well your company is doing against our apprentices framework. Then, we can start advising you on how you can improve over time.

Getting accredited is just the start

Working with us isn't about jumping through a series of hoops to get your accreditation. In a way, the real work starts once you've got your assessment report, and found out your level.

That's when you can start planning what changes you can put in place to make work better for your apprentices. And the most important part of your report will be the recommendations; our suggestions for what to do next.

How it works

The journey to accreditation



1. We get to know you

We'll kick things off with a meeting. You'll talk to your practitioner where they'll find out more about your organisation, your apprentice programme, your people, and what you're looking to get out of this.

2. We survey your apprentices

Next, we'll send out a survey to all of your apprentices, to find out more about the apprentice programme that's in place, what's working and what's not.

3. We spend time getting to know you

To get to know your apprentices better, we'll spend more time with them. We'll interview apprentices and the people they work closely with, one-to-one, as well as HR managers and Apprenticeship programme leaders, to get more of a feel for how you work with apprentices at your company.

4. You get your report

We'll take all of our findings, and turn them into a report summing up what we found. This is where you'll find out whether or not you're accredited – and if successful, whether you're silver, gold or platinum.

Your report will include plenty of views and quotes from your people, and our recommendations for what you can do next.

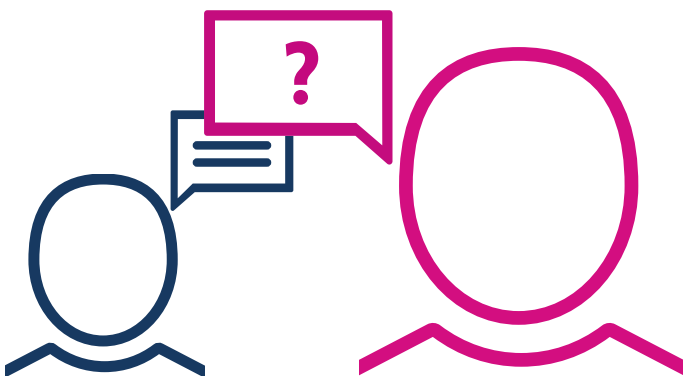
5. We help you take the next steps to make work better

Getting accredited is a brilliant achievement, and a definite cause for celebration. But it's not the end of the journey. Your accreditation will last for three years, and we'll help you create an action plan for what changes your company's going to make over that time.

We'll check in with you regularly to find out how it's going, and measure the effect your changes are having.

And what about after that?

After three years you'll need to renew your accreditation. That means identifying new challenges and setting yourselves new goals to achieve! And of course, we'll be with you every step of the way.



How we assess you

The We invest in apprentices framework in a nutshell

Our framework spans three areas: commitment, development and communication. That means we want to know if the relationships at work feel collaborative, if apprentices get involved with the day-to-day of company life and how they're supported to thrive.

When we're getting to know your company, there are three big areas we're looking at

Commitment

Commitment's about hiring apprentices for the right reasons. And treating them right.

Do you design recruitment and inductions around the apprentice and the programme they're doing? Do they understand what they'll be doing? Are they rewarded appropriately?

Development

Development's about helping apprentices become the best they can be.

Are you committed to their education and learning? Do you set them stretching objectives? Are your line managers 100% on board? What are you doing to support them with their assessments?

Communication & Support

Communication & Support's about making sure there's a good relationship between apprentices, line managers and training providers.

Is there a structured partnership? Do apprentices know their voice matters?

Is their wellbeing top priority? Do you celebrate and recognise individual successes?

We invest in apprentices is an accreditation for organisations that are developing an apprentice programme where apprentices thrive. But change needs conversation, feedback and effort from everyone to make sure that it's real and lasting. With the accreditation we'll help you discover at what stage of your journey you're on. And point the way forward.

How we assess you

Down to the detail

Commitment, development and communication each break down into 4 different areas, which we call **topics**. That's 12 topics in total.

Each of those 12 topics are made up of 3 more specific points we'll assess you on (we call those **markers**).

So, overall you're being assessed against 36 different points. You'll find out what level you are for each topic.

Depending on how well your organisation is doing at each topic, your practitioner will give you one of 3 levels for each one: silver, gold or platinum.

When they're working out your overall accreditation level, they'll look at how many topics you have at each level.

Here's a summary of the key areas where we'll assess you.

Commitment

1. Business case

Apprentices are hired for a reason, because it makes sense for the company's values, objectives and purpose.

2. Recruitment

Recruitment is tailored for apprentices. There's a focus on widening participation and diversity in the apprentice group.

3. Induction

There's an induction process that's designed specifically for apprentices.

4. Benefits

Apprentices are given a competitive wage. They have a similar benefits package to everyone else in the organisation.

Development

5. Assessments

Apprentices are supported and feel prepared for their assessments within the apprenticeship programme.

6. Management

Apprentices are supported by a trained, engaged, and willing line-manager and/or mentor.

7. Learning

There's a commitment to the apprentice's education and learning.

8. Objectives

Apprentices are given objectives that stretch and develop them both personally and professionally.

Communication & Support

9. Partnerships

There's a partnership between the apprentice, the employer and the training providers – everyone knows their part and it's working!

10. Empowerment

Apprentices are empowered to give their ideas and feedback. They know their voice matters to the company.

11. Wellbeing

There's a real consideration of apprentice wellbeing, including safeguarding.

12. Celebration

Apprentice's successes are seen and they're celebrated!

Getting accredited

What you need to meet each level

There are three different levels of accreditation

Those are **silver**, **gold** and **platinum**.

It's not about how big or complex your organisation is

It's about the support you offer and the goals you set - and how ingrained they are at every level of your organisation. So, a big, multinational corporate with 200 apprentices could well get silver - and a small, innovative start-up with 2 apprentices could get gold or platinum.

Here's what it takes to meet each level

Silver

The foundations are in place. You're on the right track and your apprentices know what is expected of them.

INVESTORS IN PEOPLE[®]
We invest in apprentices Silver

Gold

A gold accreditation says that apprentices and the apprenticeship programme are important to your business strategy.

You're constantly exploring how you can improve the programme you offer and are looking at what more you can do to support and develop your apprentices. Apprentices feel like they make an important contribution to the business and that their ambitions are supported.

INVESTORS IN PEOPLE®
We invest in apprentices Gold

Platinum

Platinum's the highest level of accreditation. It means that apprentices are treated in a truly individual way. They are heard from and listened to. It means that from strategy to coffee mornings, they're included and important in all areas of company life.

INVESTORS IN PEOPLE®
We invest in apprentices Platinum

What if we don't award you an accreditation?

Needs improvement

Sometimes, organisations we work with don't have an apprentice programme that's developed enough to gain a We invest in apprentices accreditation. If this happens, you'll still get our full report, recommendations for steps to take to grow and we'll work with you on an action plan to get to the point where you're ready to take the assessment again.



Get in touch

If you want to find out more about our **We invest in apprentices** or any of our other frameworks, we'd be happy to talk you through it.

Email us on support@investorsinpeople.com

Call us on 0300 303 3033