

# FULLY FUNDED ELEARNING FOR SME APPRENTICESHIP ESSENTIALS

EDUCATION  
TRAINING  
FOUNDATION

## Why do it?

- ✔ **Supports retention:**  
practical and actionable support that improves motivation, progress and retention.
- ✔ **Easy to access:**  
short, on-demand modules that fit around your schedule. you can dip into when you need them.
- ✔ **Ready to Action:**  
ready-to-use templates, prompts and techniques you can apply today.
- ✔ **Feel confident:**  
clear guidance on roles, advice from those in SMEs, conversations, reviews and next steps.

**"I've seen it first hand and with the right approach, apprentices can be a powerful engine for growth, for individuals and for the business."**

**Steven Wilde, Southbourne Rubber**

## What you get

- ✔ **Four flexible eLearning courses** tailored to SME realities (SMEs of all sizes).
- ✔ **Short videos and Voices from Practice** from real SME employers.
- ✔ **Downloadable tools** you can use immediately (checklists, prompts, templates).
- ✔ **Certificate** on completion.

## The courses

- 1. Getting Apprenticeships Right from the Start**  
Lay strong foundations for success; Make informed choices, plan with your training provider, and set apprenticeships up for success from day one.
- 2. Managing and Supporting Apprentices in the Workplace**  
Build confidence to motivate and retain apprentices; Actionable ideas for day-to-day support - keep apprentices engaged, progressing and contributing to your business.
- 3. Coaching Apprentices and Developing a Learning Culture in Apprenticeships**  
Foster a culture where apprentices can thrive; Use ready-to-apply coaching and communication to build confidence, create an inclusive team environment and strengthen learning.
- 4. Supporting Apprentices Through Assessment, Wellbeing and Next Steps**  
Support apprentices through completion and beyond; help apprentices stay motivated, manage busy periods, succeed in assessment and plan what comes next.

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## Common concerns – answered

- “We don’t have time.”**  
Courses are on-demand and bite-sized, dip in, **get what you need, move on.**
- “We’re not experts.”**  
You don’t need to be - **simple, proven tactics** you can apply straight away.
- “Will this mean more paperwork?”**  
No - **low burden tools** that work how you already manage.
- “We’re a small team.”**  
Designed **for SMEs**, including microbusinesses with no HR function.

**Investing in induction [this way] pays off. Apprentices settle faster, feel valued, and contribute more effectively, which benefits both them and your business.”**

**Charlotte Reason, Atwells Solicitors**

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