

Thank you for contacting Trackers about a new apprenticeship programme.

This leaflet will give you details of the **additional** minimum criteria for new programmes, you should also go to [www.gov.je/trackers](http://www.gov.je/trackers) for further information about the entry requirements for Trackers and for application forms.

### Minimum Criteria for Application

The minimum criteria is set out below, however, there may be additional requirements depending on the format of the training involved in the apprenticeship.

- The applicant should have worked for **at least 6 months** in the role related to their application and meet the minimum requirements for the relevant training course.
- The length of the training programme should be at least 12 months.
- The qualification attached to the training programme should be recognised by the profession within the British Isles as a minimum.
- Workplace support should be in place for the apprentice for both the theory and practical aspects of the training programme.
- Employer and apprentice should be committed to the Trackers mentor-led model of apprenticeships.
- The applicant should be on a **permanent contract** and working at least 30 hours **solely** in the role they are applying to train in.

### Work-Place Support and Training Plans

Trackers mentors do not provide support for the apprentice's qualification/assessment. Employers will need to show how they will provide the industry-specific mentoring and support for the duration of the training programme through e.g. the delivery of a Training Plan; 'buddy'/workplace mentoring system etc.

### Trackers Mentor

Any apprentice who is accepted onto Trackers will have a Trackers mentor to support them through their apprenticeship. The Trackers mentor is an impartial third party: they meet with the apprentice and employer on a regular basis with the aim of enabling apprentices to focus on goal setting and achievement, thus helping them to remain motivated throughout the programme. The mentor also supports the apprentice's employer and/or training supervisor.

### Payment of Training Fees

Trackers will support apprentices' industry-specific training either in full or in part. This is assessed on an individual basis. This support does not include travel/accommodation expenses for apprentice or training provider.

### Commitment to Trackers Programme

Trackers is looking for apprentices and employers who are committed to the programme of training and supports these apprentices to achieve their training goals. However, if an apprentice is dismissed from their employment and/or Trackers due to misconduct, or if they fail to complete their training course, Trackers may request a refund of training costs from the apprentice (if apprentice is over 18 years old) or the parent/guardian (if apprentice is under 18 years old).

If you have any queries about the application process please contact Angela Charles at: [a.charles@gov.je](mailto:a.charles@gov.je) tel: 01534 440761. We are happy to accept scanned/e-mailed copies of documentation.