



Apprentice Policy

Introduction

XANDER RECRUITMENT GROUP LTD is committed to working proactively towards increasing the recruitment of apprentices within its workforce and the wider group.

This policy seeks to address identified skills shortages and succession planning and underpins Xanders workforce strategy.

The term apprentice can mean different things to different people. For the purposes of this scheme an apprenticeship is either:

- A fixed term contract that provides new recruits an opportunity to develop skills and competencies in specific areas supported by 20% of their working time being spent on 'off the job' training relevant to their role.
- An opportunity for career development for existing staff who wish to undertake formal qualifications through the apprenticeship route.

Objectives

The aims of this policy are to –

- Provide a framework to facilitate the use and development of apprentices.
- To support workforce development and succession planning in relation to skills shortages
- To raise the aspirations of young people
- To add value and increase the productivity of Xander.

Apprentices will:

- Commit to the timeframe of the apprenticeship programme, as early exit may result in the termination of the apprenticeship agreement.
- Be managed in line with Xanders policies and procedures, be subject to formal training agreements and contracts of employment
- Be expected to adhere to all Xanders policies and procedures, and act in accordance with Xanders values
- Attend all classroom sessions regularly and on time, and notify their line manager and tutor if they are unable to attend.
- Complete assignments and other work in a timely fashion in relation to the requirements of the training provider to ensure completion of the framework.
- Meet the requirements of the apprenticeship framework/ standard at the agreed level set out in their apprenticeship agreement; failure to do so may result in the termination of their apprenticeship agreement and contract.

XANDER RECRUITMENT GROUP LTD will:

- Identify roles that could be suitable for an apprentice
- Provide the practical work experience element of an apprenticeship framework/standard
- Ensure all apprentices receive high quality and appropriate training and support within the workplace
- Agree to release apprentices without exception to attend college as required to ensure that they are able to meet the requirements of the chosen framework (usually one day each week)
- Hold regular meeting with the apprentice and their tutor to review progress, agree targets
- Ensure we are available and on hand should the apprentice need to discuss any problems or issues



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Date: **September 2026**

Review Date: September 2027

A handwritten signature in black ink, appearing to read 'Alex Stockley'. The signature is fluid and cursive, with a long, sweeping underline.

Alex Stockley

Managing Director