Apprentices Policy

Objectives

- **Develop Skilled Workforce:** Provide comprehensive training to develop skilled security guards.
- **Enhance Employment Opportunities:** Create pathways to stable employment within the security industry.
- **Meet Industry Standards:** Ensure training aligns with the Security Industry Authority (SIA) standards and other relevant regulations.
- **Support Business Growth:** Build a pipeline of trained security personnel to support the company's growth.

Key Components of the Apprenticeship Policy

1. **Program Structure**

    - **Duration:** Typically, security guard apprenticeships last between 12 to 18 months.
    - **Training Modules:** Include modules on customer service, conflict management, patrolling, surveillance, and legal knowledge.
    - **On-the-Job Training:** Apprentices should spend a significant portion of their time working under the supervision of experienced security personnel.
    - **Classroom Instruction:** Partner with accredited training providers for the theoretical components of the training.

2. **Eligibility and Recruitment**

    - **Entry Requirements:** Candidates must be at least 18 years old, pass background checks, and meet basic educational requirements (e.g., GCSEs in Maths and English).
    - **Recruitment Process:** Use a fair and transparent recruitment process, including application reviews, interviews, and assessments.
    - **Diversity and Inclusion:** Ensure recruitment practices promote diversity and inclusion, providing opportunities for underrepresented groups.

3. **Funding and Incentives**

- **Government Funding:** Utilize available government funding for apprenticeship programs, such as the Apprenticeship Levy.
- **Company Investment:** Allocate company resources to support the apprenticeship program, including training costs and apprentice wages.
- **Incentives:** Offer incentives such as progression opportunities within the company upon successful completion of the apprenticeship.

4. **Partnerships and Collaboration**

    - **Training Providers:** Partner with accredited training providers who can deliver high-quality classroom instruction and certifications.
    - **Industry Bodies:** Collaborate with industry bodies like the SIA to ensure the program meets industry standards and regulations.
    - **Other Businesses:** Engage with other businesses in the security industry to share best practices and resources.

5. **Support and Mentoring**

    - **Mentorship Program:** Assign experienced security personnel as mentors to guide apprentices through their training.
    - **Regular Reviews:** Conduct regular performance reviews and provide feedback to support apprentice development.
    - **Additional Support:** Offer additional support services such as career counselling and personal development workshops.

6. **Certification and Progression**

    - **SIA Licensing:** Ensure apprentices obtain the necessary SIA license to work as security guards.
    - **Qualification:** Upon completion, apprentices should receive a recognized qualification, such as a Level 2 Certificate in Providing Security Services.
    - **Career Pathways:** Outline clear career progression pathways within the company, including opportunities for further training and advancement.

7. **Quality Assurance**

    - **Monitoring and Evaluation:** Regularly monitor and evaluate the apprenticeship program to ensure it meets its objectives and industry standards.

- **Feedback Mechanisms:** Implement mechanisms for apprentices to provide feedback on their training and overall experience.
- **Continuous Improvement:** Use feedback and evaluation results to continuously improve the apprenticeship program.

Implementation Steps

1. **Develop Curriculum:** Work with training providers to develop a detailed curriculum that covers all necessary skills and knowledge areas.
2. **Establish Partnerships:** Formalize agreements with training providers and industry bodies.
3. **Recruit Apprentices:** Launch a recruitment campaign to attract and select apprentices.
4. **Launch Program:** Begin the apprenticeship program with an initial cohort of apprentices.
5. **Monitor Progress:** Regularly review the progress of apprentices and adjust as needed.
6. **Evaluate and Improve:** Conduct periodic evaluations of the program and implement improvements based on feedback and outcomes.

Signed Dr Adnan Niazi (Managing Director)
Issue Date 01/01/11
Last Reviewed On 03/07/26
Version 1