

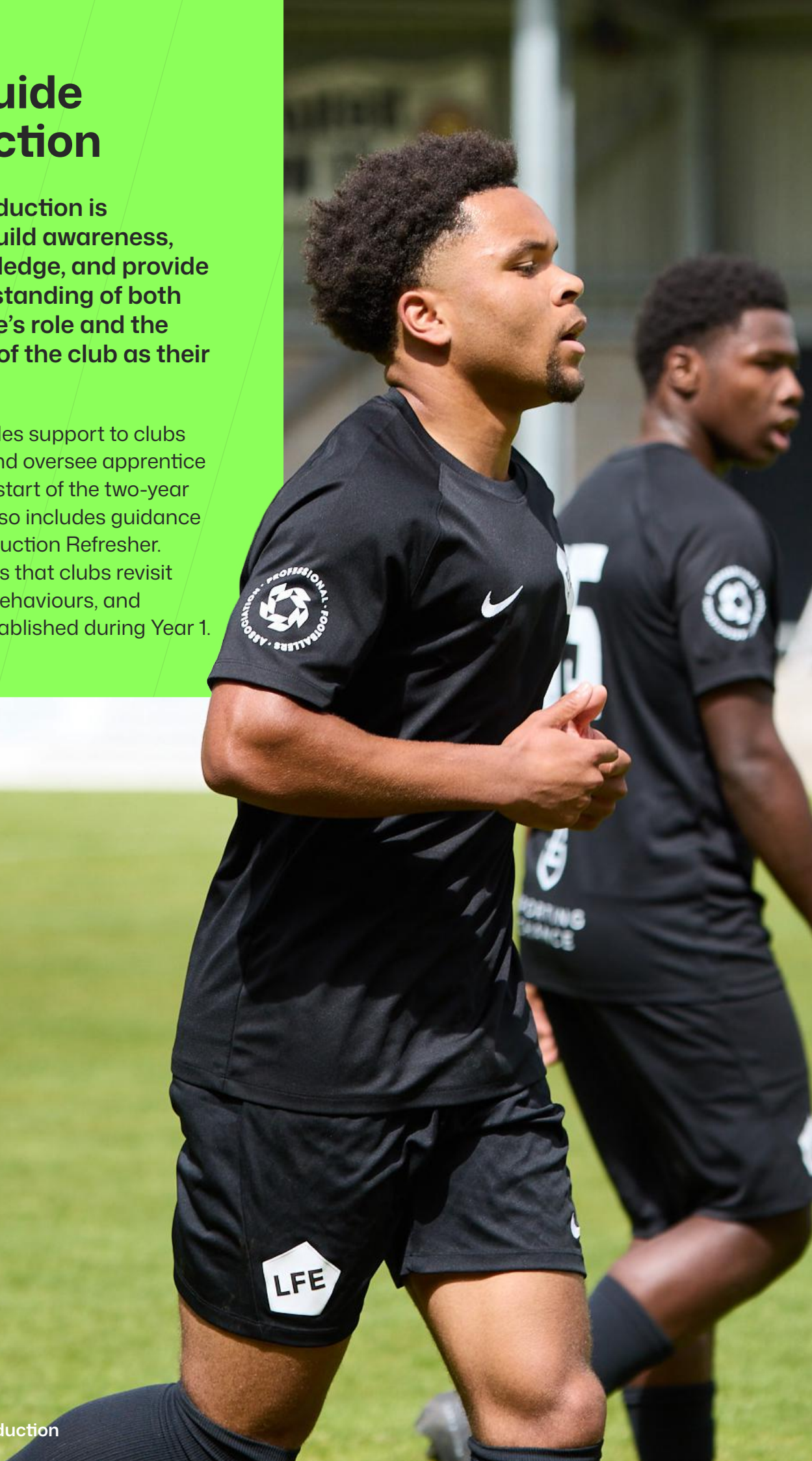
Club Guide to Induction



Club Guide to Induction

Apprentice induction is designed to build awareness, develop knowledge, and provide a clear understanding of both the apprentice's role and the expectations of the club as their employer.

This guide provides support to clubs as they deliver and oversee apprentice induction at the start of the two-year programme. It also includes guidance for the Year 2 Induction Refresher. LFE recommends that clubs revisit the knowledge, behaviours, and expectations established during Year 1.



Club Guide to Induction

Key Messages

- Induction is an interactive process.
- Information should be presented in straightforward terms that the apprentices can understand.
- Link the information given to apprentices to their job with relevant examples.
- Link information together so that apprentices can make sense of it as a whole.
- Ensure the information presented is of a practical use to the learner.

Staff Introductions

LFE suggests that a mixture of people are involved in the delivery of the induction:

Academy Manager

PDP Coach

Academy Medical Staff

Head of Education

Player Care Manager

Health and Safety Manager

Academy Administrator

Designated Safeguarding Officer (DSO)

LFE Induction Modules

LFE has designed and produced online induction modules to assist and support clubs in the process of inducting apprentices into their programme. These present key information through a range of formats and interactive tasks, supporting effective and engaging learning.

The modules are available via LFE's Education Management System (EMS). Please direct apprentices to www.lfe.org.uk to log on to the EMS. Club staff can use the EMS to track apprentice progress.

Induction Content

There are three modules to the online induction programme:

1. Integrity
2. Rights and Responsibilities
3. Wellbeing

Clubs should support the delivery and where possible, provide their own resources to assist completion of the modules.

Club Guide to Induction

Induction Process

The interactive modules will deliver key factual information while also encouraging apprentices to reflect on how these themes apply within a club setting, using relevant examples from both inside and outside the organisation.

Clubs are encouraged to incorporate extension activities at appropriate points within the modules to further enhance learning. These may include:

- Club-specific examples
- Current and relevant sporting themes
- Consideration of the local area
- Scenario discussions
- Guest speaker sessions
- Responsibilities mapping
- Case study discussions.

Delivery Format

LFE does not wish to be prescriptive over the delivery format and timing of induction. However, LFE recommends all three modules are delivered within the first four weeks of the start of the programme.

Induction must be fully completed by **31st July**. LFE accepts that clubs may recruit some players later than others, and that these players will need extra time to complete their induction programme, so arrangements must be made to facilitate this.

PLEASE NOTE – Apprentices cannot commence their apprenticeship programme until the third Monday of June. However, club induction activities can start before this date.

REMEMBER – As employers, it is the club's legal responsibility to deliver an induction process to new employees.

Follow Up

The LFE review process will check apprentices' understanding of the information given during induction.

Evaluation and Improvement

However well the induction is designed and delivered, there is always room for improvement. LFE will actively seek the views of both apprentices and the club staff involved in the delivery of induction to obtain feedback on things such as:

- The amount of information given
- Whether apprentices see the link between the information given and various aspects of the programme
- How well-prepared apprentices felt for starting for work.

LFE Academy Education Manager (AEM)

Should you require further clarification, help or support on any aspect of the induction process, please contact your AEM.

Year 2 Induction Refresher

The Year 2 Induction Refresher is designed to revisit and reinforce the key knowledge, behaviours, and expectations established during Year 1, while clearly setting standards and intentions for the second year of the apprenticeship.

It should be planned and delivered by club staff to prepare apprentices for scenario-based questions during Review 5, while more importantly guiding them to consistently demonstrate appropriate behaviours in both their professional and personal lives, representing themselves and the club positively while keeping themselves safe.



Year 2 Induction Refresher

Learning Outcomes

LFE recommends that the following six themes are revisited as a minimum. Clubs are encouraged to incorporate additional themes where relevant to their environment or emerging risks.



Safeguarding

- Recognising appropriate and inappropriate behaviours.
- Understanding reporting processes and safeguarding responsibilities.
- Exploring scenarios such as bullying, hazing, and duty of care.



Integrity

- Anti-doping regulations and the principle of 'strict liability'.
- Betting rules and the use of inside information.
- Personal accountability and informed decision-making.



Social Media

- Responsible and professional use of platforms.
- Managing emotions and maintaining a positive public image.
- Understanding the long-term impact of digital footprint.



Online Safety

- Cyber security awareness (e.g. phishing, hacking, scams).
- Protecting personal and club information.
- Safe online behaviours, including risks such as sextortion.



Radicalisation, Extremism & British Values

- Understanding key terminology and associated risks (radicalisation, extremism, terrorism).
- Recognising warning signs and vulnerabilities and knowing how and where to report concerns (e.g. DSO / Prevent).
- Understanding and applying British Values in a club and wider society context.



Equality, Diversity & Inclusion (EDI)

- Promoting respect, inclusion, and appropriate behaviours.
- Challenging discrimination and prejudice.
- Contributing to a positive and inclusive team culture.

Year 2 Induction Refresher

Delivery Guidance

Clubs should lead the refresher ahead of Review 5 wherever possible, helping apprentices engage effectively with the 12 scenario-based questions within the review.

LFE encourages staff to revisit the first-year induction modules to refresh their knowledge and focus delivery on:

- Applying learning to realistic football and life situations.
- Facilitating open discussion and encouraging apprentices to share experiences.
- Incorporating small group or scenario-based activities to explore each theme.
- Challenging apprentices' thinking and decision-making, rather than relying on simple recall.