



Employer Manager Onboarding Checklist

Your path to successful implementation

Step 1: Set Up Your Organisation

- Review your company profile
- Set up your divisions
- Add additional Employer Managers (if required)

Step 2: Prepare Your Team

- Inform all users that ApprenticePath invitations will be sent shortly
- Explain what ApprenticePath is and why it's being introduced
- Share what they need to do when they receive the invite
- Send the welcome emails (templates provided)

Step 3: Add Your Workforce

- Invite RTO Trainers
- Add your Supervisors
- Add Learners (Apprentices/Trainees)

Step 4: Configure Your Structure

- Confirm reporting lines
- Assign Learners to Supervisors
- Link Trainers to Learners

Step 5: Activate Core Features

- Ensure learners start logging work
- Supervisors begin reviewing/approving logs
- Set first Guideposts
- Monitor Actions

Step 6: Monitor & Optimise

- Review dashboards
- Track engagement (logs, approvals, consistency)
- Identify learners needing support
- Adjust supervisor involvement as needed



Email Templates

Email 1: Company Internal Launch

Subject: Launching ApprenticePath Across Our Business

Team,

We're implementing ApprenticePath to strengthen how we support apprentices and trainees across our organisation.

All relevant team members will receive an invitation to join the platform in the coming days.

This will give us:

- Better visibility of work completed in the field
- Stronger coordination between teams
- Improved completion outcomes

You can learn more about ApprenticePath at <https://apprenticepath.com.au/new-to-apprenticepath>

More information and training resources will be shared shortly.



Email Templates

Email 2: Employer Managers

Subject: Launching ApprenticePath in Your Team

Hi [Name],

We're introducing ApprenticePath to strengthen how we support apprentices and trainees across our organisation—particularly for teams working across multiple sites with limited day-to-day visibility.

Over the coming days, you and your team will receive invitations to join the platform.

As an Employer Manager, your role is key to a successful rollout. ApprenticePath will give you:

- Clear visibility of work being completed in the field
- Insight into learner progress and engagement
- Better coordination between supervisors and trainers
- Early identification of issues requiring support

What we need from you:

- Inform your team that invitations are coming
- Encourage early logins and usage
- Reinforce the importance of regular work logs and approvals
- Use the dashboard to monitor activity and identify gaps
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Access quick "how to" videos here:

<https://apprenticepath.com.au/employers>

This is an important step in improving completion outcomes and building a stronger, more supported workforce. If you have any questions, please reach out.



Email Templates

Email 3: Apprentices/Trainee

Subject: Welcome to ApprenticePath

Hi [Name],

We're introducing ApprenticePath to better support your development on the job.

Over the coming days, you'll receive an email invitation to join the platform.

ApprenticePath allows you to:

- Log your daily work
- Track your progress
- Stay connected with your Supervisor and Trainer

Getting started is simple:

1. Accept your invite
2. Log in
3. Start recording your work

You can access short "how to" videos here:
<https://apprenticepath.com.au/apprentices>

This is your tool to stay on track and succeed in your apprenticeship.



Email Templates

Email 4: Supervisors

Subject: Supporting Your Apprentice with ApprenticePath

Hi [Name],

We're rolling out ApprenticePath to give you better visibility and structure when supporting your apprentice.

You'll receive an invitation to join ApprenticePath in the coming days.

With ApprenticePath, you can:

- Review and approve work logs
- Provide feedback in real time
- Set Guideposts and Actions
- Track progress and engagement

Access quick training videos here:

<https://apprenticepath.com.au/supervisors>

A small amount of regular input from you will make a big difference to outcomes.



Email Templates

Email 5: RTO Trainers

Subject: Improved Workplace Visibility with ApprenticePath

Hi [Name],

We're introducing ApprenticePath to better connect workplace learning with formal training.

An invitation to join the platform will be sent to you shortly.

Through the platform, you can:

- View real workplace evidence
- Monitor learner progress
- Communicate with learners and supervisors
- Export summaries for assessment support

View how-to videos here:

<https://apprenticepath.com.au/trainers>

This helps bridge the gap between on-the-job and off-the-job learning.



Email Templates

Email 6: Parents/Guardians

Subject: Supporting [Apprentice Name] with ApprenticePath

Hi [Name],

We're using ApprenticePath to support [Apprentice Name] throughout their apprenticeship.

Over the coming days, [Apprentice Name] will receive access to the platform and will be asked to invite you to join.

We encourage you to have a quick conversation with them about adding you, so you can stay connected to their progress.

Once invited, you'll be able to see:

- Progress and engagement
- Recent work logs
- Learning activity over time

Learn more here: <https://apprenticepath.com.au/parents>

This helps ensure they stay supported throughout their journey.



A message from the AP Team

Thank you for choosing ApprenticePath.

We built this platform to help employers, supervisors, and trainers better support apprentices and trainees—especially in environments where visibility of on-the-job learning is limited.

Your commitment to following this onboarding process is an important step in setting your team up for success.

As you begin, remember—ApprenticePath works best when it becomes part of your regular routine. Consistent engagement will drive stronger outcomes for both your learners and your organisation.

We're here to support you every step of the way. If you have any questions or need assistance, please reach out at hello@apprenticepath.com.au at any time.

Together, we're building better pathways to qualification, stronger workforces, and more successful futures.

We're committed to your success on the path to qualification.

— *The ApprenticePath Founding Team*

