



The
Insurance
Institute

What are the responsibilities of the Insurance Apprentice?

Your Future, Insured.

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- ❑ To work for the employer to the best of her/his ability and in accordance with the employer's policies and procedures.
- ❑ To observe the employer's terms and conditions of employment.
- ❑ In employment and training, to show the commitment and determination to succeed and to achieve, ensuring attendance, punctuality and attitude are excellent throughout.
- ❑ To attend all online classes and Face-to-Face Days as agreed in the apprenticeship programme T&Cs
- ❑ To communicate effectively and efficiently with IT Sligo/Insurance Institute at all times
- ❑ If unable to attend a lecture, produce an assignment or complete a case study, the apprentice will advise their supervisor and the apprenticeship programme manager and where appropriate provide relevant supporting documentation.
- ❑ At all times to behave in a safe and responsible manner and in accordance with the requirements of health and safety legislation relating to the Apprentice's role and responsibilities.
- ❑ Work with IT Sligo and your employer to ensure all learning components identified are achieved within the time-scales set out in your student's handbook

The Apprentice will be supplied with the official Code of Practice from SOLAS