**Apprentice Wellbeing Check-Ins:**

**Why Check-Ins Matter**

Apprentices often face a steep learning curve - balancing training, work expectations, and sometimes their first full-time job.  
Regular wellbeing check-ins help identify issues early - whether that’s stress, fatigue, workload, or personal challenges - before they affect safety or lead to someone leaving the trade.

A five-minute conversation every few weeks can make a big difference. It shows you care, builds trust, and creates a safe space for your apprentice to speak up.

***Employer Tip: You don’t need to be a counsellor - you just need to listen, notice changes, and connect them to help if needed.***

**When to Check In**

* During scheduled catchups or weekly meetings.
* After busy periods or major projects.
* If you notice a change in mood, performance, or attendance.
* At key apprenticeship milestones (end of year, after block training, before holidays, etc.).

**How to Create the Right Environment**

* Choose a quiet, private space where the apprentice feels comfortable.
* Be relaxed and genuine - this isn’t a performance review.
* Keep it short and conversational (5–10 minutes).
* Listen more than you speak - avoid interrupting or judging.
* Follow up - especially if the apprentice raises an issue.

**Example Check-In Questions**

These questions can guide your conversation. You don’t need to ask them all - just a few that feel natural.

**1. General Wellbeing**

* How are you feeling at work lately?
* How’s everything going for you outside of work?
* Is there anything that’s been worrying or stressing you recently?
* How are you finding the balance between work and training?

**2. Workload and Learning**

* Do you feel confident with the work you’ve been doing lately?
* Is there anything you’d like more help or training on?
* Do you feel like you’re learning something new each week?
* Is the pace of work okay for you?

**3. Workplace Experience**

* How are you getting on with the team?
* Do you feel respected and included at work?
* Is there anyone you feel comfortable going to if you have a problem?
* How supported do you feel by your supervisor or mentor?

**4. Safety and Environment**

* Do you feel safe using all the tools and equipment?
* Have there been any near misses or things that made you feel unsafe?
* Is the workload or environment ever making you feel too tired or rushed?

**5. Future and Motivation**

* What’s been your highlight this month?
* What would you like to learn or try next?
* How are you feeling about your progress in your apprenticeship?
* Where do you see yourself going next in the trade?

***Supervisor Tip: If the apprentice mentions stress, conflict, or fatigue, thank them for sharing. Note the concern, and agree on a plan - such as adjusting tasks, checking back in later, or connecting them to support (e.g., RTO student support or industry association resources).***

**Signs to Watch For**

Even without a formal chat, pay attention to:

* Unusual quietness or withdrawal.
* Frequent absences or lateness.
* Drop in concentration or work quality.
* Irritability or visible stress.
* Changes in communication - not replying, avoiding eye contact, or seeming distracted.

These can all be early indicators that a conversation is needed.

**Documenting and Following Up**

* Make a short note (date, key points, and any agreed actions).
* Follow up the next week or after training block.
* If issues continue or seem serious, contact the RTO, Apprenticeship Support Network, or an appropriate wellbeing service.

**Important: Never ignore signs of distress or comments that suggest an apprentice may be unsafe or unwell. In urgent cases, contact support services immediately (e.g., Lifeline 13 11 14, Beyond Blue 1300 22 4636).**

**Example Template for a Quick Wellbeing Check**

| **Area** | **Questions or Prompts** | **Notes / Actions** |
| --- | --- | --- |
| General | “How are things going for you this week?” |  |
| Workload | “Is the pace or amount of work okay?” |  |
| Learning | “Anything you’d like more practice or feedback on?” |  |
| Team & Support | “Are you feeling supported by the team?” |  |
| Safety | “Any safety issues or things worrying you?” |  |
| Next Steps | “What would you like to learn or improve next?” |  |