

RETENTION ROADMAP

Supporting Apprentice Retention: Best Practice Recommendations

Contents:

Page 1: Key Insights

Page 2 - 4: Apprentice Incentive Scheme

Page 4: Recommended Apprentice Pay Rates

At Skills for Security, we understand the challenges employers face in training and retaining apprentices. While some factors, such as job-hopping, are beyond our control, we are committed to supporting employers by sharing good practices we observe across the sector.

A few key insights from our experience teaching thousands of apprentices:

- Retention is rarely driven purely by salary. Job satisfaction, recognition, and feeling valued are far stronger influences.
- Employers who implement simple incentive schemes tend to see significantly higher apprentice retention rates.

Incentive Schemes:

Incentive schemes do not need to be costly. Small gestures, consistent recognition, and clear progression opportunities can make a meaningful difference. We encourage you to consider what would work best within your business to foster a positive and supportive environment for apprentices.

Apprentice Incentive Scheme

The following milestones provide an example of good practice currently seen across the sector. If you choose to implement an incentive scheme, we recommend sharing it with your LEO (Learner Engagement Officer) so that discussions around progress can take place quarterly against the agreed KPIs.

Milestone 1 – Month 3

- ✓ Pass probation

Reward: £50 Amazon voucher

Milestone 2 – Month 6

- ✓ Positive SfS progress review, no outstanding actions
- ✓ 6 Off-the-job journal activities completed
- ✓ Pass end-of-block test
- ✓ Install and terminate PIR, Smoke Detector, and IP Dome Camera (correct cabling, tampers, sealing, testing)

Reward: Extra day's holiday / Half-day finish / £150

Milestone 3 – Month 12

- ✓ Pass first year of apprenticeship
- ✓ 12 Off-the-job journal activities completed
- ✓ Positive SfS progress reviews, no outstanding actions
- ✓ Pass end-of-year test
- ✓ Install and terminate Intruder and Fire Alarm Panels (correct cabling, tampers, sealing, testing)

Reward: Company car/van

Milestone 4 – Month 15

- ✓ 15 Off-the-job journal activities completed
- ✓ Positive progress reviews, no outstanding actions
- ✓ Pass most recent end-of-block assessment
- ✓ Programme Intruder Alarm System (users, fobs, BS8243/PD6662 compliance)
- ✓ Assign IP addresses to IP Cameras, ensuring cyber security best practices

Reward: Specialist manufacturer training outside current work area (e.g., Fire, Access Control, or VSS)

Milestone 5 – Month 18

- ✓ 18 Off-the-job journal activities completed
- ✓ Positive progress reviews, no outstanding actions
- ✓ Pass most recent end-of-block assessment
- ✓ Commission full Fire Alarm System (specification checks, device heights/spacing, voltage/amp/battery testing)

Reward: Extra day's holiday / Half-day finish / £150

Milestone 6 – Month 21

- ✓ 21 Off-the-job journal activities completed
- ✓ Positive progress review, no outstanding actions
- ✓ Pass end-of-block assessment
- ✓ Install, programme, and commission full Access Control System

Reward: Attendance at a major security event (The Security Event, IFSEC, or Security Twenty) OR new tools (e.g., impact driver/tool bag)

Milestone 7 – Month 24

- ✓ 24 Off-the-job journal activities completed
- ✓ Positive progress review, no outstanding tasks
- ✓ Pass Block 13 mock EPA
- ✓ Take over an existing system (complete paperwork, identify and address non-compliant devices)

Reward: New multimeter/impact driver OR opportunity to progress to a new site

Milestone 8 – Completion (Month 28+)

- ✓ Pass End-Point Assessment (EPA) with minimum pass

Reward: Team or family dinner to celebrate; **Distinction:** additional financial reward (£100–£500)

Further Progression (Post-Qualification)

Completing the apprenticeship is just the beginning. To retain newly qualified engineers, it's crucial to show them a clear and ongoing development path. Some impactful next steps we see across the sector include:

- ECS Gold Card registration
- IET EngTech registration
- Further apprenticeships (Level 3–5) are available. The Team Leadership apprenticeship is the natural next progression step
- Specialist commercial training opportunities
- Use of Skills On-Demand for online, on-demand training, 365 days a year

Recommended Apprentice Pay Rates:

While we recognise each business is different, we recommend aligning apprentice pay rates with those outlined by the JIB (Joint Industry Board). You can view the 2025 JIB Apprentice Rates [here](#):

National Standard Rates 2025			London Rates 2025		
Stage	NEW (2025) At Work	Current At Work	Stage	NEW (2025) At Work	Current At Work
1	£8.16	£6.44	1	£9.14	£7.21
2	£10.60	£9.09	2	£11.88	£10.21
3	£13.05	£13.02	3	£14.62	£14.58
4	£14.03	£13.99	4	£15.72	£15.69

This is purely a recommendation - employers are, of course, free to set their own rates as long as they meet or exceed the National Minimum Wage for apprentices.

We hope these suggestions help spark positive conversations within your business about how best to support and retain your apprentices.