To maximise the potential, a structured training programme delivered by a good provider is critical. Additionally, a structured, in-house, support system of mentoring is equally as essential. This will ensure that your apprentices have every opportunity to be successful in your business and contribute to your bottom line as quickly as possible.

Course aims
This programme will provide an understanding of what is included within the mentoring process for businesses employing apprentices. It will cover attributes required, the mentoring process and how to work with assessors.

Who should attend
Individuals who have the responsibility for employing and training apprentices e.g. HR Managers, Operational Managers, Apprentice Mentors, Supervisors and Team Leaders.

Find out more: For further information please contact
T: 0114 222 4446  E: cpd@amrctraining.co.uk  W: amrctraining.co.uk
Apprentice Mentoring
One day workshop

Understand roles, functions and responsibilities with your own organisation.
Delegates will explore current roles within their organisation that have an impact on apprentices within the workplace. Links will be made to the mentoring process and how this fits in with the day to day activities.

The role and personal attributes of a mentor
Delegates will understand what attributes compliment the mentoring process and how to enhance these. Learn about mentor responsibilities and the types of activities that they might get involved with.

The role and attitude of a mentee
Understand how to set out the responsibilities of a person that is to be mentored. Learn how to develop the right attitude from the mentee to ensure their success.

Setting out the mentee journey
Gain an understanding and tips on how to set out the mentee journey including:
- Introductions
- Managing expectations
- Confidentiality
- Setting goals and plans
- Setting up a meeting programme

Conducting a mentoring discussion / session
Understanding the approach for: Progressing plans, Giving constructive feedback, Setting new tasks / learning points. Dealing with difficult situations.

Supporting apprentices through their learning
Understanding the NVQ framework: Overview of the assessment process, standards and terminology, Linking the tasks to the framework to establish evidence, Types of evidence that can be used, Involvement in development reviews and meetings with the external Assessor.

"Apprentices need the best start in life which will ultimately pay dividends to the employer. Ensuring that apprentices are mentored properly will enable them to contribute to the business in a more effective way."

Mick Hood, Tata Speciality Steels.

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