**Integrated strategy Initiative for Strengthening the supply of APPrenticeships in TEXtile sector**

**TEXAPP - WP3.6**

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| **TASK** | **WP3.6**   * **Employer Standard Company Training Course Supervisor and Mentor General Guidance Notes Template** |

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| **Prepared by:** | HDTTC |
| **Contributors:** | Bill Macbeth  Ian McMillan |
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**Supervisor and Mentor Guidance Notes**

**Supervisors Guidance Notes:**

* A key feature of your role is to work closely with the tutor to prepare your quarterly company learning plans. The plans should not be restricted to the requirements of the NVQ, Functional Skills or technical certificate. You should set your own company learning objectives that meet your needs as well i.e. setting up a new machine or safe use of raw materials etc. Ask your tour to help you with this.
* Always attend the initial apprenticeship briefing session with the tutor and apprentice.
* Remember that your company learning plan should span a three-month period – each apprentice may have 3/4 of these during their apprenticeship. A quarterly approach allows for each learning plan to increase in terms of complexity and challenge as the apprentices’ own skill, knowledge and understanding grows. A good plan will also help to build their confidence and skill levels to meet your company needs.
* Tutor visits can be a mix of quite complex activities - they may have an assessment to do as well as some training and a progress review. Your role during a tutor visit is to always be aware of and help to facilitate what the tutor wants to achieve on that visit.
* Take a close interest in the progress that your apprentice is making and work with the tutor to motivate the apprentice. This makes for a more rewarding learning experience.
* Complete a progress monitoring record form at least 3 times during the apprenticeship – good practice here is to share this with the mentor, apprentice and tutor electronically. Good communications are an essential feature of your role.
* Brief the mentor (where applicable) before their monitoring meeting with the apprentice – the mentor is asked to set up a catch-up meeting with you. It is important that you find time to share an interest in the apprentice’s progress.
* Look for any impact of the training in terms of improved skill levels – confidence – attitude to work – timekeeping – knowledge of job role – understanding of terminology and working practices and note these on your record monitoring form.
* Always find time to share knowledge with the apprentice – agree this time with the mentor and build it into the working week – this supports you and your apprentice.

**Mentors Guidance Notes:**

* Your role is to be aware of what of going on around the apprentice – their progress and how well they are getting on with your company learning plan.
* Maintain effective communication between all parties.
* Make your interventions meaningful – challenge all parties and question things if needed.
* Be the arbiter and break down any barrier to progress and progression.
* Support your supervisor and apprentice with the time they need to be effective.
* Celebrate skills development and success and support progression within the company and to higher levels of study.
* Complete your monitoring record form at least 3 times during the apprenticeship and, if appropriate, share this with the supervisor – apprentice and tutor.