



### **The Workplace Mentor**

The role of the workplace mentor is key to the apprentice's success in the degree apprenticeship programme. They are the conduit between what is happening in the University, and how that creates impact back in the organisation. They need to act as the apprentice's champion, the person who can open doors within the organisation and identify opportunities for them to use their new knowledge and skills, and be able to comment on their progression over time.

The workplace mentor works closely with the apprentice and their academic mentor from the University. The three work together to ensure the apprentice's success in the programme, meeting at arranged progress review sessions.

### **What are the key responsibilities for the workplace mentor?**

- Attend the quarterly progress reviews with the apprentice and academic mentor
- Create a partnership between mentor and mentee
- Work towards achieving goals
- Share experience and wisdom, and extend advice and guidance
- Explore and define opportunities and challenges with the apprentice
- Encourage the apprentice to develop in their role at work
- Offer support, encouragement and validation to the apprentice
- Be a role model and bring out the best in your apprentice
- Be a sounding board for your apprentice

### **How can you help your apprentice?**

- Meet with your apprentice on a regular basis to discuss their progress on their apprenticeship
- Review the evidence locator document with your apprentice. This is crucial as this document shows what evidence needs to be collected by your apprentice over the course of their programme
- Work with your apprentice to identify areas of the apprenticeship standard that are and are not covered in their day to day work activities (often apprentices are hard on themselves and do not realise how they are already meeting the knowledge, skills and behaviours criteria in their apprenticeship)
- Enable your apprentice to be exposed to activities that they would not normally e.g. take on an additional area of responsibility, such as procurement; leading a project; or attending meetings on your behalf
- Write witness testimony around areas of the assessment criteria. Witness testimony may be an excellent assessment instrument when confidentiality is an issue or is a way of supporting something the apprentice has done but cannot evidence
- Provide 360 degree feedback, which demonstrates the criteria for behaviours