

Apprenticeship Workplace Mentor

Your Responsibilities

Workplace Mentors (WPMs) are key to the apprentice's success in the programme. They act as the apprentice's champion by opening doors within the organisation and identifying opportunities for them to use their new knowledge and skills and be able to comment on their progression over time.

Off the Job Time

WPMs ensure apprentices have a minimum of 6 weekly hours for essential 'off the job' learning activities including classes, webinars, assignments and workshops

Progress Review Meetings

WPMs attend progress review meetings. These assess an apprentice's practical and academic progress, address challenges and plan future learning

Concerns & Challenges

WPM's collaborate with the Academic Mentor on apprenticeship related changes or concerns, ensuring timely resolution for issues like workload/wellbeing and life/role adjustments

Workplace Support

WPMs provide comprehensive mentoring, support, guidance and advice for apprentices throughout their apprenticeships

Skills & Behaviours

WPM's ensure apprentices develop appropriate management skills and behaviours by providing diverse learning opportunities

Portfolio

WPMs encourage apprentices to update their portfolio of evidence on a regular basis to ensure readiness for the end point assessment

Work-based project

WPMs work closely with the apprentice in planning the final work-based project

