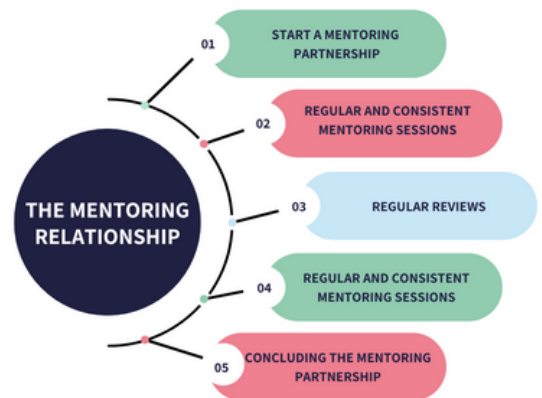


# TEN ESSENTIALS TO BEING AN APPRENTICE MENTOR

The key to successfully fulfilling your responsibilities as an apprentice mentor lies in being an effective line manager who understands how to apply the apprenticeship standards to both your role and your relationship with the apprentice.

1. Build a positive relationship with the apprentice and coach/tutor
2. Effective communication
3. Patience and understanding
4. Knowledge and experience
5. Approachable and friendly
6. Organised and prepared
7. Committed and engaged
8. Adaptability and flexibility
9. Encourages independence and curiosity
10. Ethical And professional



## 1. Build a positive relationship with the apprentice and coach/tutor

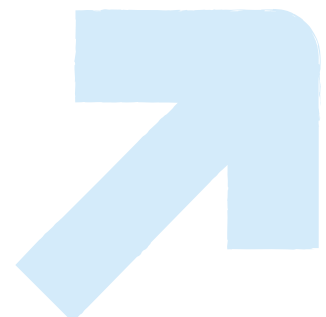
**Build a clear and solid relationship with your apprentice.** Set the ground rules of how you will operate in partnership; what you expect from them and how they can help you be an effective mentor.

**Utilise the apprenticeship coach/tutor.** They are an expert in the apprenticeship standard. Use them as a sounding board for setting the apprentice tasks to understand and ensure it has a positive contribution to the development against the apprentice standard.

**Seek feedback from the coach/tutor.** They can inform you of how they feel the apprentice is progressing and identify any areas for development. This will ensure the apprentice remains on track.

**Open-door policy.** Make yourself available for questions and discussions.

**Supportive environment.** Create a welcoming atmosphere where apprentices feel comfortable seeking advice.



## 2. Effective communication

**Clarity.** Clearly explain tasks, expectations, and provide feedback.

**Active listening.** Pay attention to the apprentice's challenges, concerns and questions; showing empathy and understanding.

**Provide constructive feedback.** Balance celebrating success with pointing out areas for improvement. Enable opportunities for improvement without telling them how to achieve this.

## 3. Patience and understanding

**Supportive approach.** Recognise that apprentices are learning and may make mistakes.

**Encouragement.** Offer positive reinforcement to build confidence and motivation.

**Understanding.** Give them time to develop and recognise that they are on a journey to becoming a competent professional.

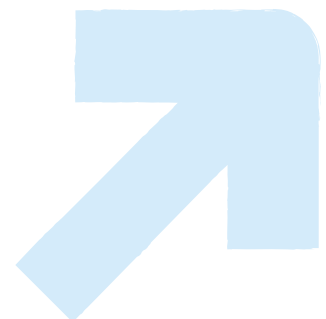
## 4. Knowledgeable and experienced

**Industry expertise.** Have a deep understanding of the trade or profession.

**Continual learning.** Stay updated with the latest industry trends and practices to provide relevant guidance.

## 5. Share experience and opportunity

Be open to sharing times where you have learnt through experience. Point the apprentice in the direction of new learning over and above their apprenticeship.



## 6. Organised and prepared

**Apprenticeship programme.** Get to know the apprenticeship standard and training plan of the apprentice.

**Use real life opportunities.** Think how you can provide opportunity through tasks in the workplace to contribute to the apprentice's development.

**Structured plan.** Ensure there is a clear and organised plan with defined goals and milestones.

**Resource management.** Enable and direct the apprentice to access to necessary tools, materials, and resources.

## 7. Committed and engaged

**Active involvement.** Show genuine interest in the apprentice's development and progress.

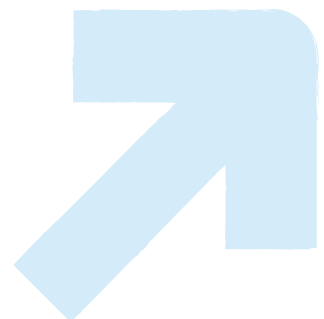
**Regular check-ins.** Schedule regular and consistent meetings to monitor progress and address any issues.

## 8. Adaptability and flexibility

**Explore how your apprentice learns.** Observe what motivates and challenges your apprentice.

**Tailored approach.** Adjust mentoring style to fit the individual needs; and learning style and pace of the apprentice.

**Problem-solving.** Be open to changing plans and finding solutions to challenges that arise.



## 9. Encouraging independence and curiosity

**Empowerment.** Encourage apprentices to take initiative and make decisions. Allow minor errors, avoid major ones.

**Guidance, not micromanagement.** Provide support while allowing the apprentice to learn from their experiences.

**Encourage curiosity.** Challenge them to understand why things happen in certain ways, get them to explore with others, as well as yourself, to get a rounded view.

## 10. Ethical and professional conduct

**Role model.** Demonstrate professionalism, integrity, and ethical behaviour in all interactions.

**Respect and inclusion.** Foster an inclusive environment where all apprentices feel valued and respected.

