
Advanced Therapies Apprenticeship Community (ATAC)

Webinar: Apprentice Supervisor & Mentor Training

Apprentice Supervisor & Mentor Training



What is an apprenticeship



Expectations on Quality Apprenticeships



Typical content of an apprenticeship standard



End point assessment



Role of the Supervisor



Role of the Mentor



What support is available to you

What is an apprenticeship?

Development of the knowledge, skills and behaviours to be occupationally competent

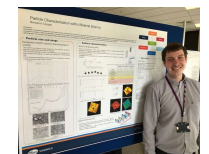
Following a quality apprenticeship standard designed by employers for an occupation

Developing knowledge and skills with 20% off-the-job training

For anyone at any age or stage in their career

Training and assessment funded by the apprenticeship levy or co-investment

Quality assured by independent end point assessment



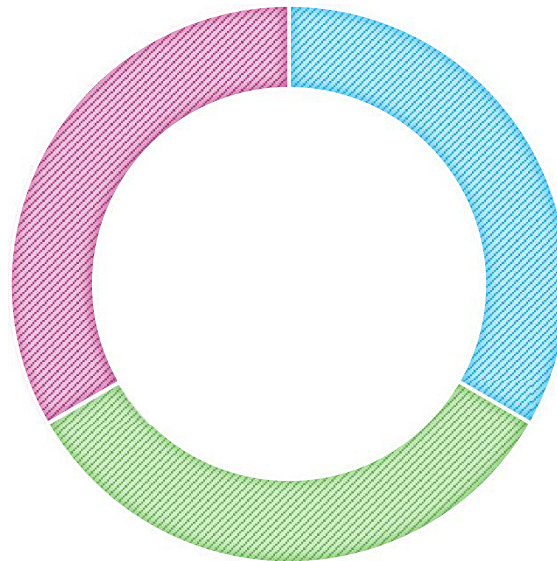
Emphasis is on QUALITY

APPRENTICESHIP

■ Skills ■ Knowledge ■ Behaviours

Professional behaviours in the workplace at the right level

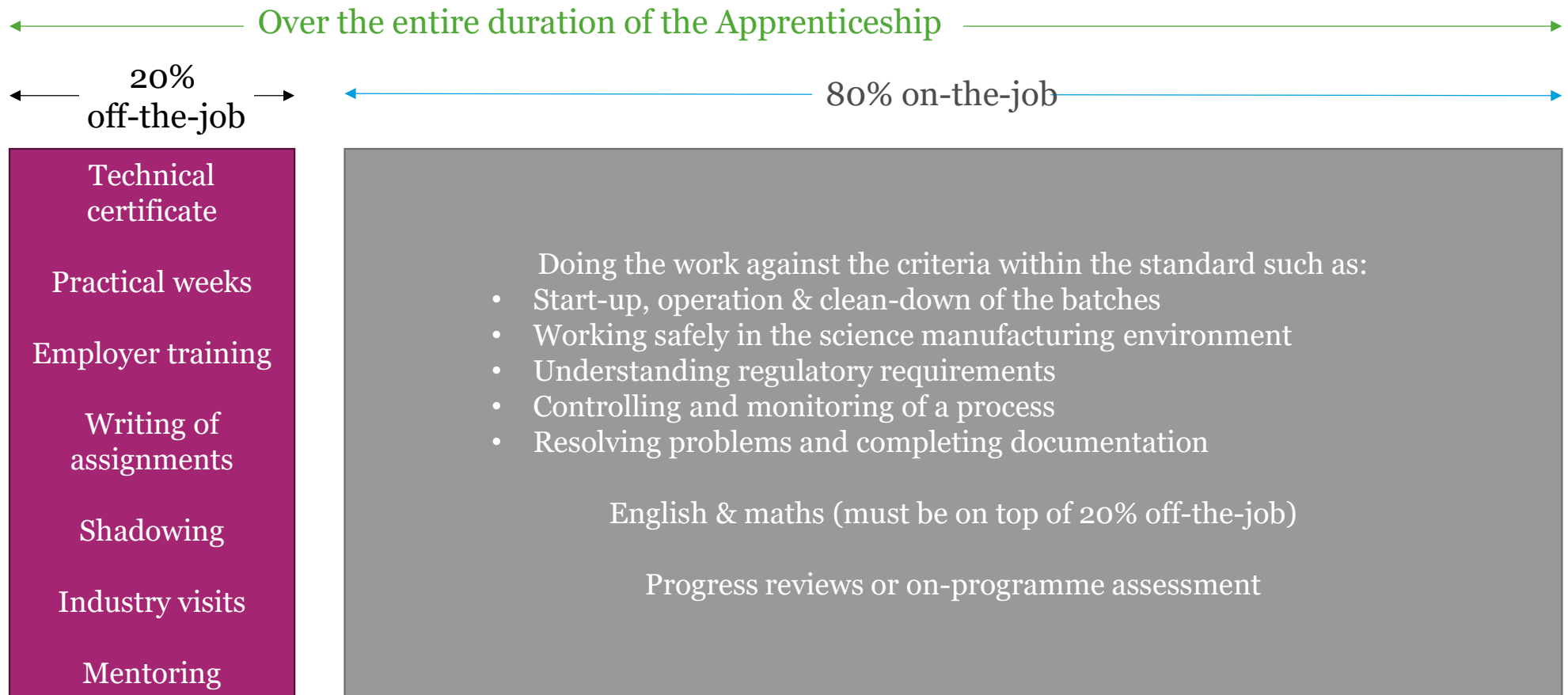
Specific skills in the workplace to be able to do the job



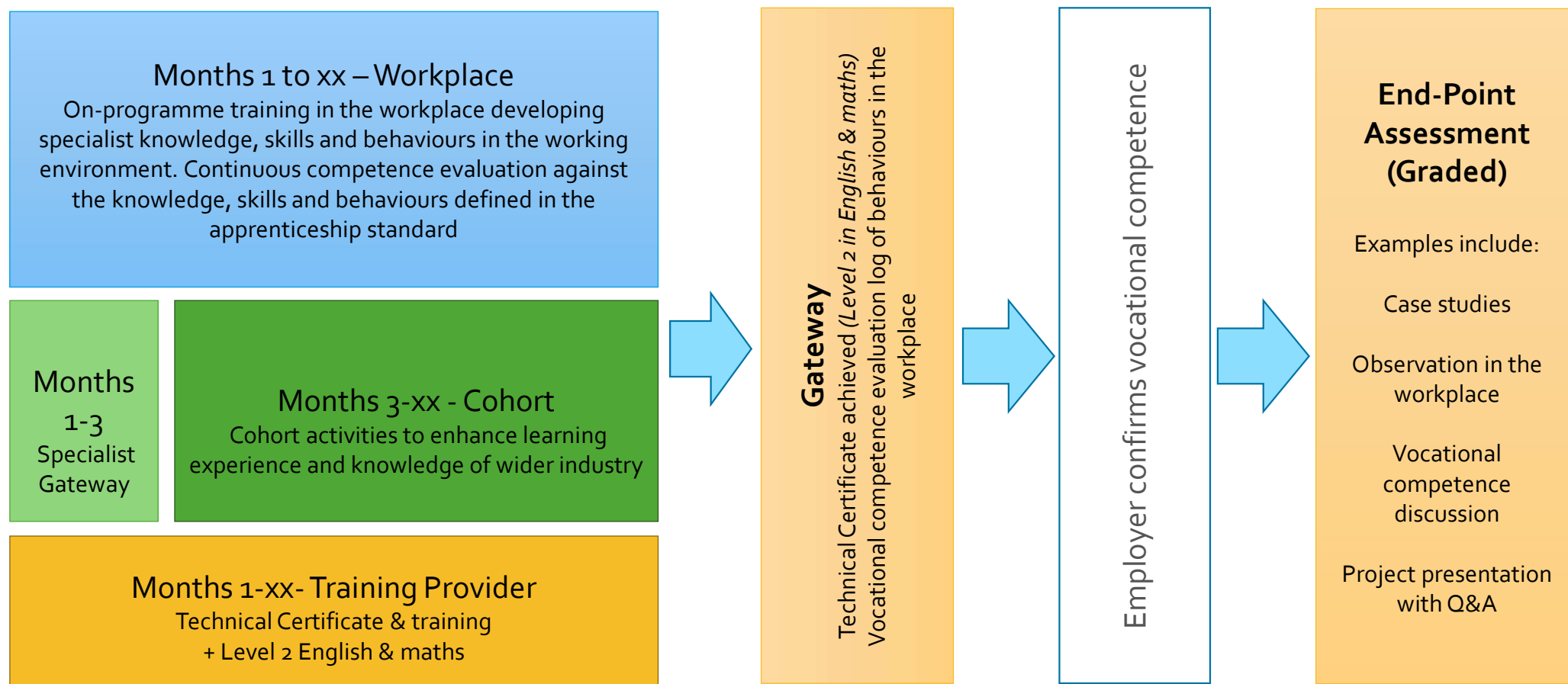
Technical knowledge applicable for the occupation

Employer pulls all this together for the skills they need in their industry

Apprenticeship – competence to do the job



Apprenticeship Standard Overview >12 months



Where does ATAC fit in?

Employer



Technical Knowledge

Specialist Skills

Professional Behaviours

- 80% of your time spent **ON** the job
- Approx. 20% **OFF** the job learning

University of Kent



Scientific Knowledge

Functional Skills

Additional Training

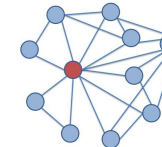
- Blended learning
 - Moodle on-line platform
 - Practical summer schools

Employer

Training Provider

ATAC Cohort

ATAC Industry Cohort



Industry Knowledge

Business Knowledge

Professional Network

- Complimentary support to learning
- Website with useful resources

Who does ATAC support?

APPRENTICE



- Complimentary learning activities
 - Company site visits aligned to modules
 - Industry webinars with business leaders
 - Networking events across sector
- Professional Network
 - Wider industry knowledge across industry
 - Group experience, learning from each other
- Website with useful resources
- ATAC support on top of training provider & employer

EMPLOYER



- Support with recruitment and on-boarding
 - Advert templates & generic job descriptions
 - Promotion & advertising roles
 - Assessment days & interviews
- Support for line managers
 - F2F visits, on-boarding & training plans
 - Check lists, webinars and contacts
- Local networking events to share best practise
- Website of useful resources and case studies

ATMP Industry



- Meeting skills demand for sector based on evidence
- Embedding apprenticeships - route to bring in new talent
- Customising apprenticeships with selected training providers
- Developing new standards across UK to ensure sector success
- Upskilling existing staff in key technical and managerial areas
- Building dedicated cohorts to ensure employer needs are met
- Model for other nascent sectors

Examples of ATMP cohort activities

Site events

- Industry visits
- H&S training
- Networking events
- Guest lectures
- Career development
- Facility tours
- Conferences

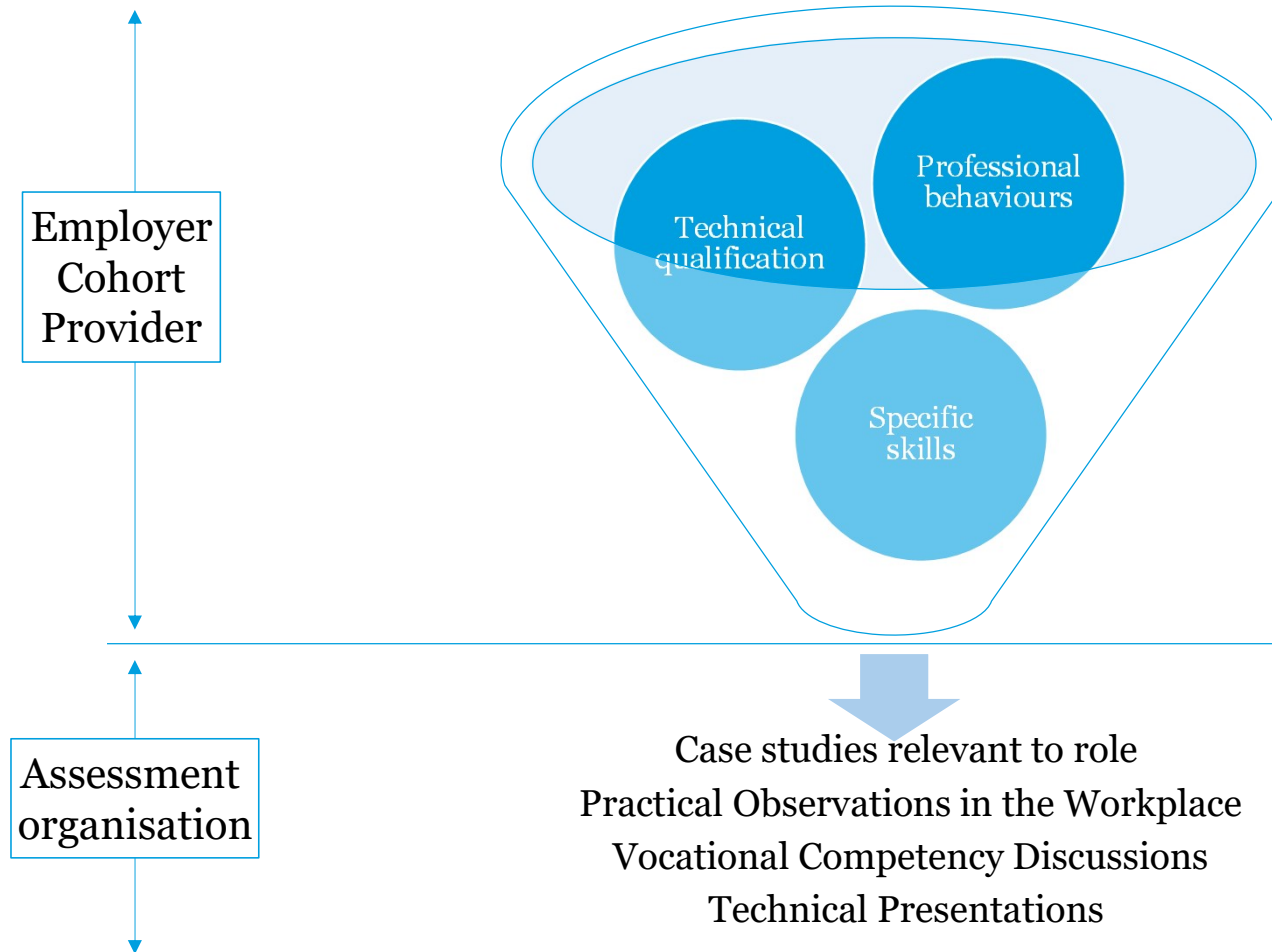
Webinars

- Supervisor training
- LinkedIn
- Technical presentations
- Patient videos
- Presentation skills
- Guest lectures

Provider led

- Cohort inductions
- Competency logging
- Quality Expectations
- End point assessment
- Introduction to new standards

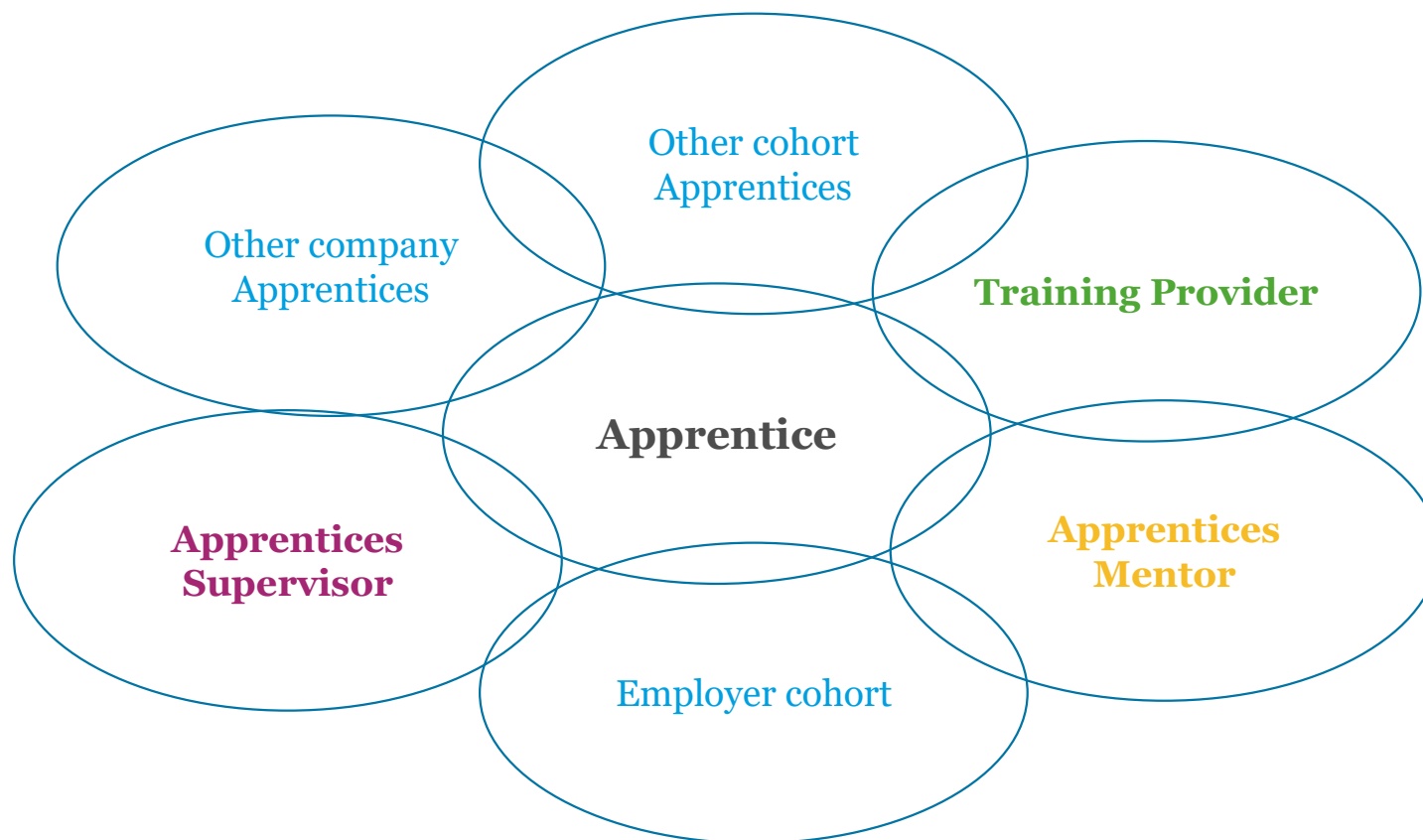
End point assessment – synoptic & independent



Example EPA – Technician Scientist

<p>Project Presentation & Discussion</p> <ul style="list-style-type: none">• Project needs to be completed in the workplace• Written up as a journal article with references• Presentation must include EPA criteria• Discussion questions based on apprenticeship standard• Workplace assessor present & can ask technical questions• Independent assessor marks	<p>Case Study</p> <ul style="list-style-type: none">• Exam style assessment based on a written case study• Need to read questions thoroughly• 2.5 hours long• Questions broken down• Invigilated by independent assessor• No role for employer & provider in assessment• Appropriate room & time	<p>Competency Discussion</p> <ul style="list-style-type: none">• Set questions asked to the apprentice• Asked by an independent assessor• No role for employer or provider in assessment• Employer & provider can help prepare• Can take portfolio in – all based on standard• Is recorded, marked and moderated

Who does what in delivering the apprenticeship ?



What Should an Apprentice Supervisor Do?

Supervisors play a key role in supporting apprentices through their programme, to ensure they are meeting the needs of the standard & to work with the training provider on apprenticeship delivery. The supervisor is critical to success of the apprentice and operational delivery for the business.

Communicator

Spending time regularly working with the apprentice and training providers on developing their skills, knowledge and behaviours using honest and constructive feedback

Planner

Someone able to plan the apprentices time with them to enable them and the training provider to meet all the criteria, this may involve planning across other stakeholders

Source of Knowledge

Being able to take time to share your knowledge of the business and different aspects of the Manufacturing Technician role in your area

Leader

Someone who can empathise and listen to what the apprentice has to say carefully. Clearly articulate realistic goals and timely objectives to meet the needs of the business and the apprenticeship

Motivator

Helping the apprentice think through their drivers and how these align with the business, keep them focussed on the apprenticeship and a valued member of the manufacturing team

Facilitator

Provide access to training and different opportunities for experience that the apprentice will find useful to deliver the apprenticeship

Using leadership skills supervisors need to understand their apprentices to make personal change happen, especially at the behavioural level, using a business led approach throughout the two year apprenticeship programme.

At the start: Establish the apprentices learning objectives, ground rules and logistics, be realistic and committed

What Should an Apprentice Mentor Do?

Mentors play a spectrum of roles in supporting apprentices through their programme, often wearing different hats within the same relationship – the best mentors use a wide range of responses to support their mentee and offers them a window in to the wisdom and knowledge of the business.

Sounding Board

Someone independent and uninvolved who can give honest feedback on how the apprentice plans to tackle an issue using their experience from across the business

Critical Friend

Someone willing and able to say openly providing a source of challenge, probing beneath the surface and prompting honest discussion

Listener

Being there regularly to encourage and provide a listening ear for the apprentice as they learn the wider business

Counsellor

An empathetic listener, with reflective and questioning skills to help the apprentice analyse problems and opportunities

Career Advisor

Helping the apprentices across the 2 year programme think through development options

Networker

Provide access to networks and key links for experience that the apprentice will find useful along their programme

Using coaching skills mentors need to understand their graduates to make personal change happen, especially at the behavioural level, using an approach led by the mentee throughout the two year Future Leaders Programme.

At the start: Establish the mentees learning objectives, ground rules and logistics, be realistic and committed

What support is available to you?

Your Employer

- Internal management support to apprenticeship programme
- Internal support from line leadership within your company
- Other supervisors/mentors of apprentices across your business

Training Provider

- Induction training in to electronic learning systems
- Regular updates on progress with apprentice and supervisor
- Support on how to collect evidence & submit assessments
- There for you to use as much as the apprentice

C> Catapult

- Support on meeting the needs of the specific apprenticeship standard
- Network of other employers/apprentices doing the same thing
- Email address for queries: apprenticeshipsinfo@ct.catapult.org.uk
- Website: <https://www.advancedtherapiesapprenticeships.co.uk>

CATAPULT

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