

*short courses, apprenticeships, health & safety, business & admin, supervisors & management, health & social care, fork-lift, nvqs, ict.*

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## Apprentice Mentoring

This course is designed for all skilled team members, team leaders and first line managers responsible for supporting apprentices through their nationally recognised apprenticeship programmes in the workplace.

The course content will provide an understanding of the apprenticeship programme requirements, as well as the knowledge, skills and confidence to be an effective workplace mentor.

### Course Content

- The role of the apprentice mentor and coach
- Introduction to the structure of apprenticeship frameworks
- Apprenticeship training and assessment
- Supporting the training and assessment process
- Workplace mentoring good practice
- Planning and recording apprentice progress

### Learning Objectives

- To state the role of the apprentice mentor and coach
- To understand and demonstrate good practice in workplace mentoring
- To undertake mentoring/coaching in the workplace
- To assess own communication skills and identify strengths/weaknesses
- To identify opportunities to assess competence and successfully monitor and record learner progress

### Course Duration

1 Day

### Booking & Enquiries

**Telephone:** 01273 416989

**Email:** [sales@sigta.co.uk](mailto:sales@sigta.co.uk)



*SIGTA Ltd, Abinger Road, Portslade, East Sussex BN41 1RZ  
Tel: 01273 416989 Fax: 01273 423982 E: [sales@sigta.co.uk](mailto:sales@sigta.co.uk)*