

## MENTORING APPRENTICES



### WHO SHOULD PARTICIPATE?

Engineering supervisors, team leaders or any engineering personnel who will be involved in the learner journey.

### CERTIFICATION

Delegates will receive an MGTS certificate of attendance.

### PROGRAMME BENEFITS

By the end of the programme participants will be able to:

- Gain a better understanding of the apprenticeship structure
- Understand what skills and knowledge are required to be a mentor to support apprentice progression
- Organise apprentices' schedules and key development opportunities
- Understand the requirements and structure of the Level 3 Standard and associated documents
- Create an individual learning plan
- Assess the apprentices' work aligned to the awarding body standards and requirements

### DURATION

1 Day

### THE PROGRAMME WILL COVER:

- The attributes of the ideal mentor
- The role and responsibilities of the mentor
- Level 3 unit selection and assessment process
- Training plans
- Advanced apprenticeship Level 3 Standard
- Expert witness registration
- The assessment process
- Importance of feedback
- Mentor code of conduct

## OUR SERVICE LEVEL COMMITMENT

MGTS will ensure that:

- Your training and assessment programmes are delivered by Tutors highly experienced in the relevant subject matter and your industry
- The delivery of training and assessment will focus on your training objectives supported by up to date programmes and learning materials
- Your employees will receive training designed to meet their personal learning needs with additional support where appropriate
- Training programmes are delivered with your requirements as the focus ensuring total flexibility and on time delivery
- Your employees benefit from a healthy, safe and secure learning environment ensuring equality of opportunity and diversity of contribution to enhance the learning experience
- You and your employees are given support to achieve high quality personal learning and successful learning transfer to the workplace
- The confidentiality of your business development needs is maintained throughout

## BOOKINGS & PAYMENTS

Bookings must be confirmed with either a purchase order or full payment to secure the booking.

New customers will be required to complete a New Customer Account form to open a credit account.

All customers will be invoiced upon booking; our standard payment terms are 30 days unless otherwise agreed in advance for credit account customers and 7 days for non-account customers.

Payment can be made by credit card or BACS/ bank transfer.

## CANCELLATION POLICY

Where courses are under subscribed MGTS may cancel or re-arrange a course at their discretion. Customers will be notified no later than 10 working days prior to the planned commencement date.

MGTS accepts customer cancellations or transfers to alternative course dates, without charge up until 7 working days prior to commencement of training.

Cancellations or transfers 1 to 7 working days prior to commencement of training will incur a 50% course fee.

Cancellations with less notice than 1 working day will incur a 100% course fee.



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