

MENTORING FOOD & DRINK MAINTENANCE ENGINEERING APPRENTICES



WHO SHOULD PARTICIPATE?

Engineering supervisors, team leaders or any engineering personnel who will be involved with developing apprentices' skills, knowledge and behaviours in the workplace.

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 Food & Drink Maintenance Engineering apprenticeship structure
- Understand the skills, knowledge and behavioural requirements of the apprenticeship programme
- Have an awareness of the End Point Assessment (EPA) structure and assessment process
- Identify what skills and knowledge are required of a Mentor to support apprentice progression
- Organise apprentices' schedules and key development opportunities
- Develop individual training plans with MGTS Training & Development Adviser
- Carry out / support apprentice progress reviews

DURATION

1 Day

THE PROGRAMME WILL COVER:

- The FDME apprenticeship content and structure
- How the qualification is delivered and assessed
- The attributes required to be a successful Mentor
- Roles and responsibilities of the Mentor
- Apprentice monitoring and progress reviews
- End Point Assessment structure and preparation
- The importance of feedback and target-setting

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.



024 7663 0333



enquiries@mgts.co.uk



www.mgts.co.uk



Head Office

Gulson Road
Coventry
CV1 2JG

Worcestershire & South Birmingham

Brook Building
Arrow Road North
Redditch
B98 8NN

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