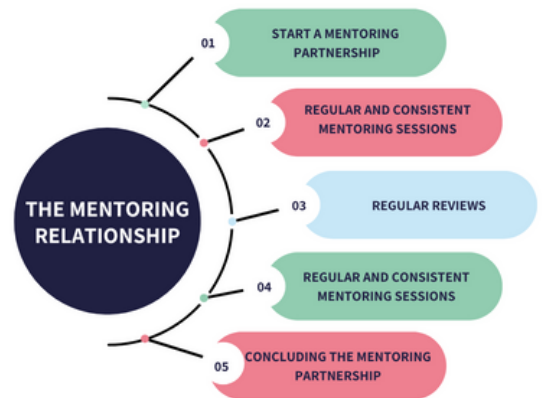


TEN ESSENTIALS TO BEING AN APPRENTICE MENTOR

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

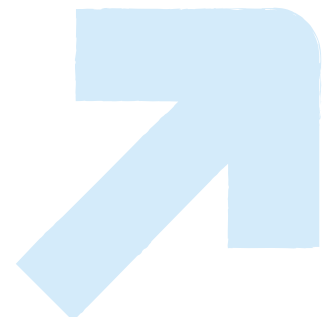
Build a clear and solid relationship with your apprentice. Set the ground rules of how you will operate in partnership; what you expect from them and how they can help you be an effective mentor.

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.

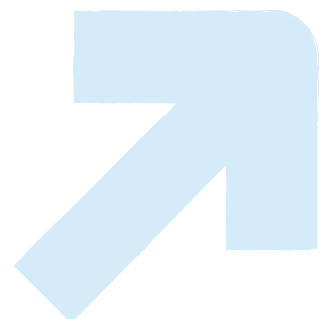
4. Knowledgeable and experienced

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.

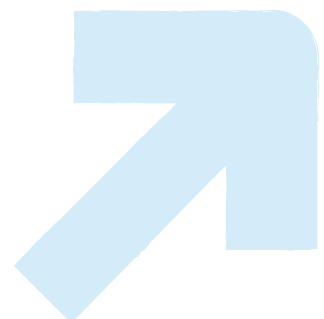
Regular check-ins. Schedule regular and consistent meetings to monitor progress and address any issues.

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.

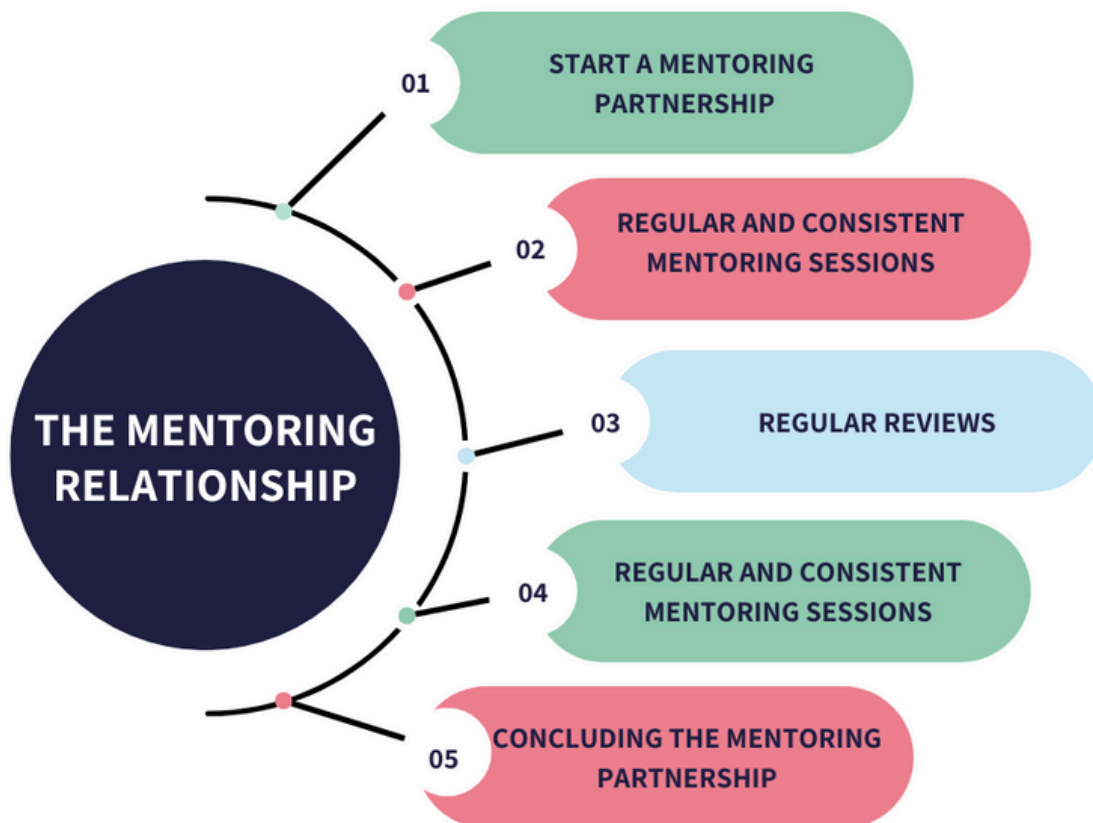
Guidance, not micromanagement. Provide support while allowing the apprentice to learn from their experiences.

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.



11. Checklist

Discussion Point	Why It's Important to Agree
How will we stay in contact and what tools will we use?	Ensures consistent communication and avoids confusion about preferred platforms (e.g., Teams, email, phone).
When will we be contactable?	Sets boundaries and expectations around availability, helping manage workload and respect personal time.
When will we check in with one another?	Regular check-ins build trust, provide space for feedback, and help track progress.
How best should we give and receive feedback?	Establishes a safe and constructive feedback culture, tailored to individual preferences.
What are my core working hours and when should I typically take breaks and lunch?	Clarifies expectations and supports healthy working habits, especially for those new to full-time work.
When should I be present in the office?	Aligns with team norms and ensures apprentices benefit from in-person learning and collaboration.
What are my short-term goals and those my manager has for me?	Provides direction and purpose, helping apprentices focus on meaningful development.
What are my career aspirations at this point in my career?	Encourages long-term thinking and helps managers tailor opportunities to individual ambitions.
What support do I need to achieve success?	Identifies early what resources, coaching, or adjustments may be needed to thrive.
How should I work with the team?	Promotes inclusion and helps apprentices understand team dynamics and expectations.
Who is going to be my apprentice buddy?	Provides informal support and a go-to person for day-to-day questions.
What should I do or who should I contact if I'm stuck or unsure about something?	Reduces anxiety and empowers apprentices to seek help confidently.
What should I do if I need time away from work (e.g., I'm ill or need to book holidays)?	Ensures apprentices understand absence protocols and feel comfortable managing time off.
When will we revisit this agreement?	Keeps the agreement relevant and allows for adjustments as the apprentice grows in confidence and capability.