



Employers: Role of Workplace Mentor

The on-the-job training lasts for the duration of two years (104 weeks) based on a two year employment contract and takes place with the employer 4 days a week in term time and 5 days a week outside term time.

Throughout the two years with an employer an apprentice will need to be assigned a workplace mentor to oversee and support them in their on the job training.

The mentor will need to be a qualified professional accountant or accounting technician.

The main role of the workplace mentor is as follows:

- Responsible for the training of the apprentice;
- To make sure the apprentice settles in, is introduced to their colleagues and peers and becomes familiar with their surroundings.
- To ensure the apprentice has adequate exposure to all relevant work experience for the programme.
- To agree a customised Learning Plan with the apprentice at the beginning of each year.
- Ensure that their apprentice is able to adequately record their work-experience for assessment purposes.
- To review and assess the apprentice's completed eight work place assessment tasks per year.
- Meets with their apprentice formally every 10-12 weeks for periodic review meetings to review the apprentice's progress and modify the agreed Learning Plan where necessary.
- Ensures their apprentice submits successfully the approved eight workplace assessment tasks per year in line with the programme timetable and submission deadlines.
- Reviews their apprentice is on track with study preparation each year towards their exams in May and for any repeat exams in August.
- Meets with an ATI representative/college mentor periodically to update on their apprentice.
- To provide pastoral care in the workplace on an ongoing basis and bring any support needed or concerns to ATI.