



COURSE FOR MENTORS

Workbook for Mentors

Module 1: Preparation for the Apprenticeship



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The Apprentice Track Consortium

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1 Templates for mentors

1.1 Theme 2: Knowing the legislation on apprenticeships (including the legal requirements and school requirements, content of the agreement, financial plan ...)

Name of activities: **The content of the Apprenticeship agreement**

Name of author:

What to do: Prepare for your colleagues an exercise where they should find mistakes in the agreement for 20 minutes and then prepare a presentation of 20 minutes on what should be in a good agreement and what are the most common mistakes

As font use Calibri 11. The length of this document should not exceed 2 pages.

1.2 Recommendations for preparing the PowerPoint presentation

Please see attached the PDF-file *Recommendations for the PPT presentation*.

1.3 Exercises for using the AppT tool

Please review the following sections in the PDF-file *AppT User Guideline for mentors v1*.

1. Log in to the system
2. Using the profile
3. Reviewing the list of agreements for practical training from the educational institution

Check the example of the agreement and edit its sections to ensure a good agreement is created.

About the Apprenticeship Track Project and this publication

Apprenticeships allow students to build up skills and knowledge, while providing companies with a reliable way to evaluate potential future hires and benefit from fresh perspectives offered by academia. Despite their advantages, apprenticeships are challenging to manage, as the needs of students and of specific enterprises are difficult to match, particularly when organisations need to deal with massive amounts of students and, consequently, data. Structured communication channels between enterprises and students, robust management systems and clear evaluation protocols are necessary to manage such a complex system and enable the launch of valuable, steady and sustainable Apprenticeship Programmes.



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