Role of University Mentor for Senior Leader Master’s Degree Apprenticeship

As University Apprenticeship Mentor your role will be to support part-time, work-based Postgraduate students to fulfil the requirements of the Senior Leader Degree Apprenticeship. This role involves guiding Apprentices to build a portfolio that evidences their developing knowledge, skills and behaviours against the Apprenticeship Standards. This role will also include regular liaison with the student apprentice’s employer/work mentor at their organisation. As Apprentices move into the second part of their programme your role will be to help them to plan and prepare for their Apprenticeship End Point Assessment (EPA).

**Key duties/responsibilities**

- To undertake regular review meetings with apprentices and their line manager in a tripartite review meeting, normally held remotely via Microsoft Teams
- To sign off Progress Review Proforma as a record of meetings held, save copy to apprentice evidence folder, and flag any issues or concerns with the appropriate Programme Director and/or Academic Coach.
- Notify Programme Director of any cause for concern regarding student progress including unexplained absence, failure to respond to contact and/or lack of progress.
- To meet with Apprentices early in the programme and respond to questions about the apprenticeship i.e. programme time-table, completion of 20% off the job and commitment statement, apprenticeship standards etc.
- To liaise with the administrative team and academic coaches with regards to extensions, intercalation process, withdrawal from programme.
- Signposting students to other services where necessary, such as academic support via their Academic Coach.
- Attend Executive Education Mentor development sessions as appropriate, including monthly Mentor Meetings

**E-portfolio and apprenticeship standards**

- Support apprentices in creating their e-portfolio for the End Point Assessment
- To help apprentices to keep on track with completion of e-portfolio and discuss relevance of evidence/case-studies collected.
- Help apprentices to interpret the Apprenticeship Standards of Knowledge, Skills and Behaviours and monitor progress

**End point assessment**

- To support apprentices to prepare for their End Point Assessment (EPA).