



Resources for Mentors

Ready-made forms for model placements

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INTRODUCTION

Apprenticeships assure quality learning, decrease skills mismatch and increase employment. However, quality apprenticeships depend on mentorship competence and, although most mentors at SMEs are highly skilled on their technical area, they lack the necessary pedagogy to be able to transfer these skills to apprentices. The MentorTrain project, therefore, aims to create a platform for imparting skills to mentors, particularly experienced workers from SMEs who may not necessarily have relevant mentoring experience but are working with students/apprentices from professional higher educational institutions at EQF levels 5-7.

In addition to other outputs from the MentorTrain project, in particular the Manual for Mentors and the Online Course that are created (see <https://mentortrain.eu/>) this 'Collection of Resources' consists of a set of ready-made forms which Mentors can use to prepare model placements. The forms can either be used as they are or just as inspiration for Mentors and education institutions when developing their own forms.

The resources include forms for specifying:

- periodic teaching, training and/or demonstration activities to be held by the mentor;
- the periodic feedback and evaluation activities;
- formal review meetings, including participants and timeline;
- the general objective of the placements;
- specific tasks (with clear outcomes) to achieve that objective.

FORM 1: GENERAL OBJECTIVES OF THE APPRENTICESHIP

EDUCATION CENTER	
DEPARTMENT	
ADDRESS	

PERSONAL DETAILS OF THE APPRENTICE:

Name/surname of the apprentice:	
E-mail address/ Phone number:	
Qualification and Qualification level:	
Previous relevant experience of the apprentice	YES / NO

	If yes, please clarify:
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Name/surname of the school Supervisor:	
E-mail address/ Phone number	

ABOUT THE APPRENTICESHIP

Area/section of apprenticeship:	
Name/surname of the mentor:	
E-mail address/ Phone number:	
Timeline of the apprenticeship:	Start date: End date:

Equipment to be provided to the apprentice:	
--	--

General objectives of the apprenticeship	I do not agree at all	I disagree	I mostly agree	I totally agree	I do not know
Identification of the company's structure and organization.					
Acquisition of relevant knowledge & skills during the apprenticeship (this includes subject specific practical knowledge & skills; understanding business processes of the company; use of company-specific tools & equipment, etc)					
Integration of the apprentice in the company					
Acquisition and development of personal skills related to the work activity					

Practical Tasks to be performed in the specific professional sector.
-
-

-
-
-
-
-
-
-

Soft skills to be developed:	I do not agree at all	I disagree	I mostly agree	I totally agree	I do not know
Time management & punctuality					
Personal presence & Positive attitude					
Interest & motivation					
Self-initiative & responsibility					
Problem solving & critical thinking					
Communication with work colleagues, customers, users etc					

Digital skills (e.g., digital technology, social media, etc)					
Ability to work autonomously					
Teamwork					
Adaptability to change & Creativity					

Professional attitudes to be developed:	I do not agree at all	I disagree	I mostly agree	I totally agree	I do not know
Organisation of workplace					
Risk prevention/Health & safety					
Environmental awareness/waste reduction					
Professionalism					
Execution of instructions					
Understanding of written & oral instructions & information					

FORM 2: PERIODIC TEACHING, TRAINING AND/OR DEMONSTRATION ACTIVITIES TO BE HELD BY THE MENTOR

APPRENTICE	
NAME OF THE APPRENTICE	
APPRENTICE'S STUDENT'S E-MAIL ADDRESS	
APPRENTICE'S PHONE NUMBER	
STUDY PROGRAMME	
STUDY YEAR	

APPRENTICESHIP COMPANY	
COMPANY NAME	
NAME OF THE MENTOR	
MENTOR'S E-MAIL ADDRESS	
MENTOR'S PHONE NUMBER	

TRAINING ACTIVITIES

NAME OF THE TRAINING / TRAINEESHIP	
DATE / TIMEFRAME	
TRAINING OBJECTIVES	
SHORT DESCRIPTION OF THE TRAINING	
EVALUATION OF TASKS FULFILLMENT – SOLVED TASKS	
EVALUATION OF TASKS FULFILLMENT – UNSOLVED TASKS	

DEVELOPMENT POINTERS	
NAME OF THE INSTRUCTOR	
NOTES BY THE INSTRUCTOR	
SUGGESTED FUTURE TRAININGS TO CONSIDER	

SIGNATURES

APPRENTICE'S SIGNATURE	
MENTOR'S SIGNATURE	
INSTRUCTOR'S SIGNATURE	

REPEAT THE SAME OUTLINE AS MANY TIMES AS THERE ARE TRAINING ACTIVITY

FORM 3: APPRENTICESHIP ASSESSMENT

SCHOOL YEAR	20 /20	EDUCATION CENTER	
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APPRENTICE	
-------------------	--

SUPERVISOR	
-------------------	--

COMPANY	
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MENTOR	
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This document is to be completed by the mentor of the apprentice.

1.- SOFT SKILLS

Indicate your evaluation with an X in the corresponding box: 1 = not at all satisfactory 4= very satisfactory

1	Time management & punctuality	1	2	3	4
2	Personal presence & Positive attitude	1	2	3	4
3	Interest & motivation	1	2	3	4
4	Self-initiative & responsibility	1	2	3	4
5	Problem solving & critical thinking	1	2	3	4
6	Communication with work colleagues, customers, users etc	1	2	3	4
7	Digital skills (e.g. digital technology, social media, etc)	1	2	3	4
8	Ability to work autonomously	1	2	3	4
9	Teamwork	1	2	3	4
10	Adaptability to change & Creativity	1	2	3	4

2.- SUBJECT SPECIFIC KNOWLEDGE & SKILLS

Indicate your evaluation with an X in the corresponding box: 1 = not at all satisfactory 4= very satisfactory

1	Previous relevant knowledge & skills of the apprentice	1	2	3	4
2	Acquired relevant knowledge & skills during the apprenticeship	1	2	3	4

3.- PROFESSIONAL ATTITUDES

Indicate your evaluation with an X in the corresponding box: 1 = not at all satisfactory 4= very satisfactory

1	Organization of workplace	1	2	3	4
2	Risk prevention/health & safety	1	2	3	4
3	Environmental awareness/waste reduction	1	2	3	4
4	Professionalism	1	2	3	4
5	Execution of instructions	1	2	3	4
6	Understanding of written & oral instructions & information	1	2	3	4

FORM 4: PERIODIC MONITORING & ASSESSMENT OF LEARNING

This form is based on from EUROCHAMBRES/AC4SME Templates.

Apprentice Activity Plan Inside the Company – Monitoring

This template supports you to check the apprentice’s **skills acquisition in relation to tasks foreseen in the plan of activities.**

Prior to the apprenticeship, the skills to be acquired should be defined in relation with the vocational training centre and will be based on national expectations. It should also be clear with whom and with what resources each competence will be acquired in the aim to ensure concrete learning outcomes of the apprenticeship. This evaluation should be completed by the in-company trainer.

Monitoring date

Knowledge & Technical Skills	Activities Implemented	When	With Whom	Resources	Acquired	In Process of Acquisition	Not Acquired
Soft Skills	Activities Implemented	When	With Whom	Resources	Acquired	In Process of Acquisition	Not Acquired

Professional Attitudes	Activities Implemented	When	With Whom	Resources	Acquired	In Process of Acquisition	Not Acquired

Mentor's Signature:.....

Apprentice's Signature:.....

Place and Date:.....

Follow-Up Evaluation Skills Template*

*This tool enables a constant evaluation of the acquisition of **learning outcomes** that were established in the activity plan. This evaluation must be completed by the in-company's trainer.*

Skills	First Assessment date	Second Assessment date	Third Assessment date
Knowledge & Technical Skills			
e.g. practical knowledge & skills; understanding business processes of the company; use of company-specific tools & equipment, etc			
Soft Skills			
e.g. Communication, time management, teamwork, ability to work autonomously			
Professional Attitudes			
e.g. Professionalism, organisation of workplace, execution of instructions			
Additional comments:			

VET Supervisor's Signature:.....

Mentor's Signature:.....

Apprentice's Signature:.....

Place and Date:.....

** The evaluation schedule must be defined a priori weekly, monthly, quarterly and must be signed by the parties.*

The overall time for acquisition and evaluation may vary depending on the competence or knowledge to be acquired.

FORM 5: MINUTES OF THE APPRENTICESHIP SITE VISIT BY THE APPRENTICE SUPERVISOR

Educational Centre:

Department:

Address:

Date:	
Company:	
Mentor's name:	
Mentor's position:	
Mentor's education level:	
Apprentice's name:	
Study programme:	
Study year:	
Apprenticeship duration:	
Supervisor's name:	
Supervisor's position:	

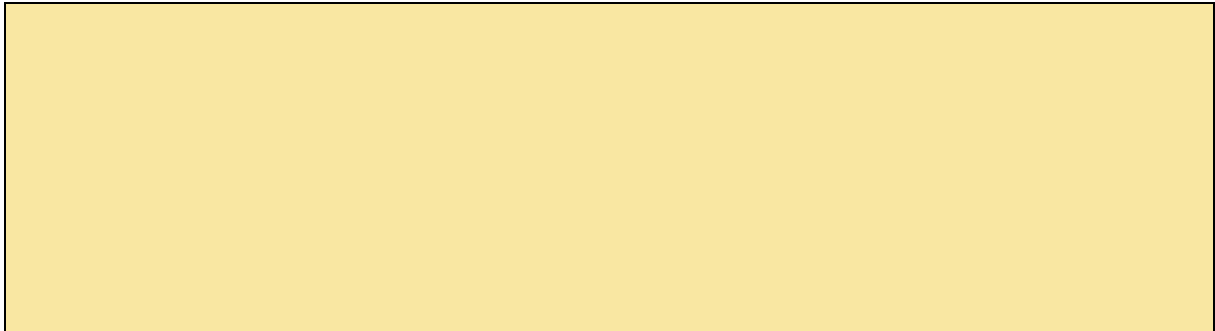
Interview with the mentor

Notes, comments, suggestions, initiatives:



Interview with the apprentice

Notes, comments, suggestions, initiatives:



Mentor's signature: _____

Apprentice's signature: _____

Supervisor's signature: _____

Example of a more specific checklist that can be used during the visit:

What goals did the apprentice achieve during the practical training?

Objectives of practical education and tasks learned during practice	I do not agree at all	I disagree	I mostly agree	I totally agree	I do not know
Subject specific practical knowledge & skills					
Understanding business processes of the company					
Use of company-specific tools & equipment					
Time management & punctuality					
Self-initiative & responsibility					
Problem solving & critical thinking					
Communication with work colleagues, customers, users etc					
Digital skills (e.g. digital technology, social media, etc)					

Working autonomously					
Teamwork					
Adapting to change					
Understanding of written & oral instructions & information					

FORM 6: PERIODIC FEEDBACK TO THE APPRENTICE BY THE MENTOR

Name Apprentice:

Learning Activity:

Date of feedback:

Name Mentor:

Grade (if applicable):

The best features of the work are:

This work indicates that you may not fully understand or master the following:

You can further develop your skills and understanding by:

Steps you can take to improve future work are to:

FORM 7: LEARNER SATISFACTION SURVEY

Evaluation of the apprentice's satisfaction with their placement should be undertaken at different times during the apprenticeship, at least at the beginning, halfway and at the end.

The survey can follow the same format & questions at the different moments or be slightly adjusted if necessary.

The survey should address and question the apprentice's opinion on the following aspects:

1. Expectations

- a. Understanding of the learning outcomes
- b. Understanding of the activities/work undertaken during the apprenticeship
- c. Wishes for additional activities, perspectives and/or competences

2. Structure and Navigation

- a. Clarity of the sequence and connections of the activities
- b. Balance between the different types of activities/learning opportunities
- c. Clarity of things to do

3. Content and Activities

- a. Relevance of the activities/work undertaken for learning
- b. Authenticity of the work undertaken and examples for the profession
- c. Most / Least interesting and useful activities
- d. Wishes for additional activities/examples.
- e. Consistency of activities/work undertaken with the learning outcomes

4. Assessment and Feedback

- a. Consistency of activities with the learning outcomes

- b. Relevance and authenticity of the work undertaken for the subject/profession
- c. Clarity of the assessment criteria and grading
- d. Usefulness of feedback received

5. Workload

- a. Overall duration of the apprenticeship
- b. Overall workload for the apprenticeship/workday/week

6. Interactivity and Collaboration

- a. Sufficiency of opportunities for mentor-learner interactions
- b. Accessibility of the means to interact with other work colleagues
- c. Usefulness of collaboration and joined work experiences

7. Support

- a. Sufficiency of additional tools and resources to support the work activities
- b. Sufficiency of opportunities for learner-mentor interactions
- c. Accessibility of further mentor support
- d. Accessibility of supervisor support

8. Overall Experience

- a. Overall satisfaction with the apprenticeship
- b. Most / Least enjoyed aspects
- c. Subject-matter/professional skills and competences acquired
- d. Other skills and competence acquired

An example of a questionnaire can be found below (replicated from the *Apprenticetrack* project).

This questionnaire includes:

- The level of training received in the company
- The relationship with work mates in the company
- The level of suitability between what the apprentice has studied in the educational centre and the performed apprenticeship
- The level of satisfaction of the apprentice with the mentor

QUESTIONNAIRE FOR THE APPRENTICE

Dear student, since our main goal is to improve the quality of the education process, we would like to find out with your help how satisfied you are with the organisation and implementation of the Apprenticeship. This will help us get information for improvement. We invite you to help us on our way to improving the quality of the Apprenticeship. The questionnaire is anonymous. Thank you for your cooperation.

Programme: _____

Year: _____

1. Who has arranged the apprenticeship in the organisation?

- a) I myself
- b) My Educational Centre
- c) Other _____

2. To what extent have you already known the organisation where you had your Apprenticeship?

- d) Haven't known the organisation
- e) Have had limited information about it
- f) Have known it well

3. Mark the level of acquired knowledge and experience during the Apprenticeship

Gained knowledge and experience	Not at all	Partly	Completely
I got general information about the organisation.			
I got the appropriate introduction of the organisational unit and the employees, working in the organisational unit.			
I got to know the organisation of work from the professional field and other business functions of the host organisation.			
I performed a variety of operational tasks from the professional field.			
I combined theoretically acquired knowledge with practical work tasks in the host organisation.			
I participated in the organisation of the work process and got to know the monitoring of business processes.			
I learned about the importance of positive motivation at work.			
I took care of ensuring quality in all work fields and acted in accordance with regulations and good business practices.			
I developed a good relationship with work mates in the host organisation.			
I was pleased with the frequency and the ability to contact the mentor.			
I had the permanent professional support of a mentor.			

4. What additional knowledge would you need to successfully pursue an Apprenticeship in a chosen organisation?

5. What improvements are you suggesting?

- In the educational institution:

- In the organisation:

- What could you do yourself?

FORM 8: COMPANY SATISFACTION SURVEY

COMPANY NAME	
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The objective of this survey is to know the degree of satisfaction of the companies that receive apprentices

Indicate your evaluation with an X in the corresponding box: 1 = not at all satisfactory 4 = very satisfactory

1	General satisfaction with the Education Center	1	2	3	4
2	Attention/information received from the Education Center	1	2	3	4
3	Organization of the apprenticeship	1	2	3	4
4	Satisfaction level with the apprenticeship	1	2	3	4
5	Satisfaction with the training of personal competences of the apprentice	1	2	3	4
6	Level of professional competence of the apprentice	1	2	3	4
7	Communication between the mentor and the supervisor	1	2	3	4
8	Image of the College/Education Centre	1	2	3	4

The company would repeat the experience with our apprentice next year.

YES

NO

Suggestions for improvements:

Thanking you for your help in advance, sincerely



About the MentorTrain Project

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