



**Eduwork.Net**

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## How an Apprenticeship Works

A college/centre supervisor is appointed to each apprentice to guide them in their academic progress and pastoral care. This supervisor liaises with the workplace mentor and is the point of contact should any issues arise. Typically the Mentor delivers 30% of the overall qualification in the workplace through on the job assessments. Mentors are supported through regular contact by Class Tutor via regular visits to the business.

Each work-based module will be underpinned by a series of college based classroom sessions. At mentor training, mentors will be acquainted with the curriculum and the work-based assessment system. As with college based assessment, all assessment tasks will be aligned to the programme and modules learning outcomes; will be presented in written briefs to learners offering clarity over assessment tasks and will be included on the assessment schedule drawn up each term.

A collaborative approach to on-the-job assessment, between college-based staff and workplace mentors is a feature of this programme.

The initial phase of on-the-job assessments will be conducted by the trained workplace mentors who will ensure that the standards set for each task have been met by the learner. The college-based teacher of the work-based module in question will be responsible for assessing the reflection journal element of each task associated with every work-based module and will grade the assessment task as per the assigned marking scheme and QQI guidelines.

The education provider must try and ensure the sequencing of assessments both in college and in their place of business do not clash with high demand periods for Employers. Also the employees' rights to holidays throughout the year need to be taken account of.

There is a Moodle site in place for teaching material and assessment as well as supporting material for study etc. This site is available to all 24/7 and includes the onsite Mentor in the workplace.

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## Example of Effective Practice

### Ballsbridge College, Auctioneering and Property Services Apprenticeship

In July 2018, CDETb's new national Auctioneering Property Services Apprenticeship was approved by QQI (the National Awarding Body). The programme development was led by CDETb under the guidance of a Consortium Steering Group comprising the Property Services Regulatory Authority (PRSA), Society of Chartered Surveyors (SCSI), the Institute of Professional Auctioneers and Valuers (IPAV), Estate Agency practices (including Sherry Fitzgerald, Douglas Newman and Lisney) and Cork ETB.

Each employer appoints a workplace mentor to support and guide the apprentice in the work based learning. The Coordinating Provider provides a mentor training programme. Workplace mentors participate in a mentor training programme at the start of the programme.

A college supervisor is appointed to each apprentice to guide them in their academic progress and pastoral care. The college supervisor liaises with the workplace mentor and is the point of contact should any issues arise.

Each employer appoints a workplace mentor to support and guide the apprentice in the work based learning. Each apprentice is assigned a College Supervisor who visits the apprentice in his/her work place at least once a year to meet with the learner and with the workplace mentor. This visit/s provides an opportunity to observe the learner in his/her workplace, to discuss the apprentice's progress and any programme or assessment issues with the workplace mentor.

Each WBL module includes an assessment instrument, a learning log, in which the apprentice reflects on the tasks undertaken in the workplace.

Apprentices have access to weekly Tutorial session with College Supervisors. The scheduled tutorial period provides an opportunity and space for learners to share their work based experiences with each other, thus building a community of practice.

Apprentices are eligible to apply for the College's Erasmus+ programmes. In the event of the apprentice applying and being successful in gaining a place, the agreement of the employer would be required to release the apprentice from the workplace for the duration of the mobility programme.

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