

### **Apprentice Mentor – Job Description Summary**

- **Provide training for work tasks**
- **Set learning tasks for apprentice to complete**
- **Feedback on apprentices progress to line manager**
- **Complete college review/progress forms as the employer**
- **Complete witness statements for NVQ portfolio**
- **Provide support to apprenticeship throughout programme/contract**
- **Support college meetings/assessments**
- **Provide work tasks for apprentice which suit/back up units and evidence required.**
- **Provide one to one meetings to review training progress**