



Improving induction, engagement, retention and completion

How to order the Apprenticeship Journal Pack

1. Confirm with the client/employer you are working with that they would like their Apprentices to receive the Pack and pay for it through the levy;
2. Order the Packs from The Mentoring School using this link www.thementoringschool.com/apprenticeship-journal (bulk discounts are available);
3. Distribute the Packs to the Learners;
4. Add the costs to your monthly data return against the Learners.



The Apprenticeship Journal Pack

The Mentoring School

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With huge apprenticeship reforms, the engagement and satisfaction has become vital in apprenticeships. Completion rates are under more scrutiny, making retention more important.

In addition, workplace practices and support are also under inspection. This means that it is vital that the practices are outstanding and making a real difference to the apprentice.

In a survey, we have found that 57% of current apprentices do not feel supported by their employers—a concerning statistic given the focus on these areas by the likes of Ofsted.

Richard Daniel Curtis, a behaviour expert, looked at this problem with the support of several apprentice training providers. He wrote a Journal to empower the apprentice to be able to take responsibility for

tracking their own progress.

Now, the multi-award-winning team at The Mentoring School have taken the Apprentice Journal and developed a package for apprentices around it, including online training.

The Pack compliments your current H&S, ERR, British Values, Prevent and induction by providing your apprentices with the opportunity to write the important points from your existing package in order to embed it into a physical book they use each week.

The ESFA have confirmed that materials provided by a third party supplier are able to be claimed from an employer's digital account via their main training provider. The training provider will record it on their monthly data as materials for the learner.

Apprentice Journal contents:

- Induction timetable
- Expectations
- Key dates
- Staff handbook
- Health and Safety
- Shadowing
- Policies
- Additional development needs
- Satisfaction
- Prevent, British Values, Safeguarding
- Equality and diversity
- Additional training
- Off-the-job record
- Progress reviews
- Milestone meetings
- Mentoring sessions

Making the Most of your Apprenticeship contents:

- Induction
- Learning on the job
- Dealing with the workload
- Dealing with meetings
- Enjoying your apprenticeship and thinking long-term

Being a Good Mentee contents:

- What is Mentoring?
- What to expect
- Action planning
- Preparing for a mentoring session

BENEFITS

- ☑ Empower your apprentices
- ☑ Help them take responsibility for their development
- ☑ Promote their independence and engagement in their course
- ☑ Embed ERR and Prevent into their daily practices, not just a task they have to do
- ☑ Improve the induction your apprentices receive
- ☑ Improve your retention and completion rates
- ☑ Reduce the amount of chasing and hand-holding you need to do

OUTCOMES

- ☑ Increased engagement
- ☑ Apprentices who track their own induction
- ☑ Increased independence
- ☑ Apprentices who are prepared
- ☑ Increased satisfaction and retention
- ☑ Reflection in your Ofsted

Three great products to really make the difference to your apprentices:

1. An A4 or A5 Apprentice Journal
2. 'Making the Most of your Apprenticeship' online course
3. 'Being a Good Mentee' online course

