

Thank you for agreeing to mentor your Autotech Academy intern!

INTERN, NOT APPRENTICE

It is important to recognise that your intern is NOT an apprentice. They have already completed all the learning an apprenticeship would include and have passed their exams. Please ensure all your colleagues are also aware of this difference.

Their learning will have included some practical experience, but your role is to mentor them through the day-to-day jobs and tasks you have in the workshop to bring their learning to life.

They should be able to contribute to the workload of the garage and we encourage you to ensure that they are working constantly.

They are not actually employed by your company; they are contracted so as such they do not get holiday pay or sick pay. However, all other working regulations apply like breaks and lunch hours.

HOW WILL YOU MENTOR YOUR INTERN

As an appointed mentor your role is to support and develop the skills of the intern, the following process should give you the best results.

Plan and prepare

Plan weekly in advance to identify forthcoming workload and request that your intern logs into Our Virtual Academy ahead of time to learn about these tasks (it's fine to suggest they do this at home before the work starts)

Show

Observation is the first key component of the learning process. Demonstration of the correct procedure and process for the task in hand. It may require the breakdown of complex tasks for the intern to best understand. Your intern will rely upon your skills and knowledge of the industry to ensure they learn correctly.

Practice

Practice is rehearsing a skill over and over for improving or mastering it. It may require the intern to re-visit the more complex parts of the tasks several times to ensure they are competent. You will need to supervise the intern while they complete the task and provide advice and guidance when they need it.

Do

The intern should now be more confident and be able to carry out the repair with less supervision. They will start to form a good understanding of the process and be able to work methodically during the repair. Initially all tasks should be quality checked.

REVIEWING YOUR INTERN

Weekly

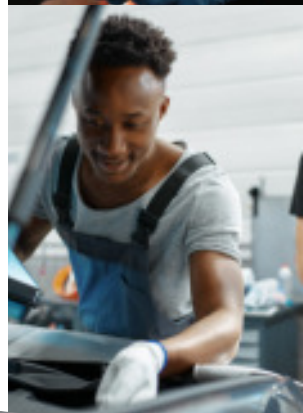
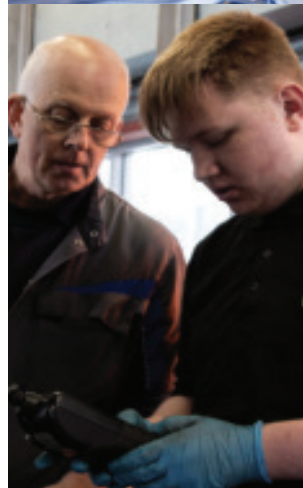
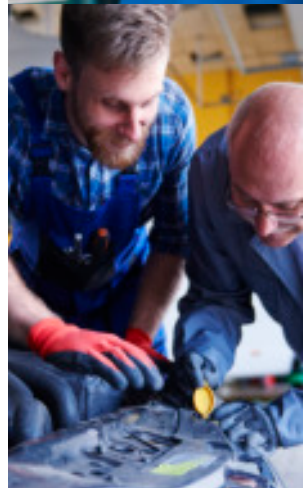
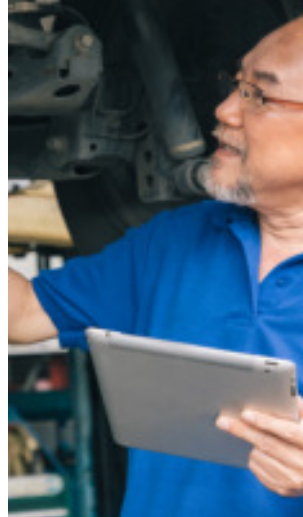
Have a weekly catch up with your intern to review the how the week went and progress made. Make sure your intern has had their timesheet signed off and submitted it to Autotech Academy.

Monthly

A more in-depth review to establish progress and highlight any area for praise or improvement and to re-evaluate what additional experience your intern needs along with agreeing any training dates.

SUPPORT

For more support, please refer back to the Autotech Academy website: autotechacademy.co.uk or contact Dave Walker on 07810 34380 or email dave.walker@autotechacademy.co.uk.



Part of Autotech Group

Autotech Academy

Libra Building, Linford Wood Business Park,
Sunrise Parkway, Milton Keynes MK14 6PH

Tel: 01234 240503 | Email: hello@autotechacademy.co.uk

Web: autotechacademy.co.uk