

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 completed the same college based learning as an apprentice and have passed their exams. Please ensure all your colleagues are also aware of this difference.

The intern's learning will have included some practical activities, and your role is to bring their learning to life by mentoring them through the day-to-day jobs and tasks you have in the workshop.

The intern 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 contractors, and as such, they do not get holiday pay or sick pay. However, all other working regulations, like breaks and lunch hours, apply.

HOW TO 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 the intern's workload and let your intern know what they will be doing at the start of the week.

Show

Observation is the first key component of the learning process. Demonstrate the correct procedure and process for the task in hand; including breaking down complex tasks to help the intern 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 in order to improve or master it. It may require the intern to revisit 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

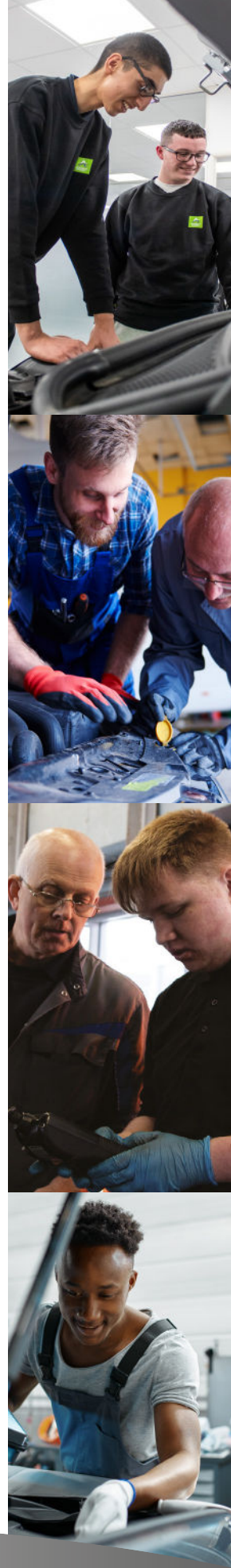
Have a weekly catch-up to review how the week went and what progress was made. Make sure your intern has had their timesheet signed off and has submitted it to Autotech Academy at timesheets@autotechacademy.co.uk.

Monthly

Have a more in-depth review to establish the intern's progress, highlight any area for praise or improvement, re-evaluate what additional experience your intern needs, and agree on any training dates.

SUPPORT

You can see the full mentor guide at autotechacademy.co.uk/useful-downloads. For more support, please refer to the Autotech Academy website: autotechacademy.co.uk or contact the Autotech Academy team on 01234 240503 or hello@autotechacademy.co.uk.



Part of Autotech Group

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