

Mentoring and Apprenticeship

Apprenticeships are one of the most effective forms of training, widely used and supported around the world. At their core lies mentorship—a process where an experienced worker (mentor) guides a less experienced worker (apprentice) to develop skills and grow professionally. Mentors provide hands-on training, sharing their skills, knowledge, techniques, and best practices to foster the apprentice's growth. This transfer of workplace knowledge and expertise is what makes apprenticeship so impactful and enduring.

Today's journeypersons are skilled experts and mentors, while apprentices are the experts and mentors of tomorrow. However, mentorship involves more than technical expertise. Effective mentors must also guide learning, knowing how to teach and pass on their knowledge. This dual role—expert and teacher—is the foundation of workplace mentoring.

Apprentice Benefits

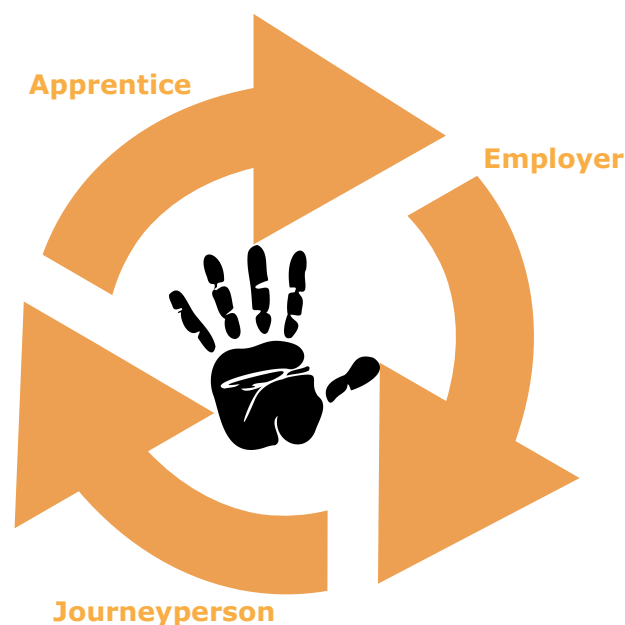
- Fast-tracks apprentice learning curve
- Improves performance quality
- Formalized training process
- Promotes benefits of lifelong learning
- Helps set realistic career goals and pathway
- Builds foundation for future mentorship

Mentor Benefits

- Formalizes on-the-job training
- Provides opportunity to share best practices
- Helps develop leadership and teaching abilities which are valuable for career progression
- Builds a productive and supportive team environment
- Creates a lasting relationship with apprentices

Employer Benefits

- Increases productivity
- Fast-tracks apprentices learning curve, improving quality and efficiency
- Enhances workplace training
- Improves skill development, cross training and accountability
- Improves employee retention and job satisfaction



Knowledge

Apprentice

- Set learning goals and work to achieve them.
- Master OJT competencies and complete required hours.

Mentor

- Help apprentices understand program goals and learning objectives.
- Provide opportunities to master OJT competencies and complete required hours.

Employer

- Help all employees understand apprenticeship goals and occupation standards.
- Encourage continuous learning of mentor and apprentice.

Safety

Apprentice

- Learn and follow policies, rules, and regulations.
- Model safe practices.

Mentor

- Help apprentices understand policies and regulations.
- Model safe practices.

Employer

- Help all employees understand occupational safety standards.
- Promote and encourage safety for mentor and apprentice.

Attitude

Apprentice

- Maintain a positive attitude.
- Show respect and fairness to others.
- Be open to learning and sharing.
- Embrace mistakes as part of the learning process.

Mentor

- Maintain a positive attitude.
- Treat others with respect and fairness.
- Be open to teaching and sharing.
- Create a safe space for growth and mistakes.

Employer

- Maintain a positive workplace culture.
- Treat others with respect and fairness, as an organizational standard.
- Be open to learning and sharing.
- Foster a safe and supportive teaching environment.

Behavior

Apprentice

- Demonstrates dedication and effort.
- Stays open to learning and trying new things.
- Seek feedback and guidance from mentor.
- Track progress, maintain OJT hours, and communicate with all Apprenticeship Staff.
- Model excellence and promote best practices.

Mentor

- Demonstrates dedication and effort.
- Identify and connect learning opportunities.
- Demonstrate skills and provide practice opportunities.
- Monitor progress, give feedback, and conduct assessments and evaluations.
- Validate OJT hours and competencies.
- Meet with apprentices and communicate with staff.
- Model excellence and promote best practices.

Employer

- Pair apprentices with journey person mentors.
- Monitor apprenticeship progress and meet with apprentices and mentors.
- Communicate with Apprenticeship Staff as needed.
- Model excellence and promote best practices.