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Role of the Work Based Learning Coach

Lorna MacDonald
WBLC (Health)

The Team

Currently 7 coaches for Health Degree Apprenticeships covering:

- Social Work
- Occupational Therapy
- Physiotherapy
- Healthcare science
- Diagnostic radiography
- Therapeutic radiography
- Advanced clinical practice (Level 7)

•Additional courses from semester 2 of 2022/23 academic year:

- Dietetics
- Sonography
- ODP

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INSTITUTE FOR APPRENTICESHIPS

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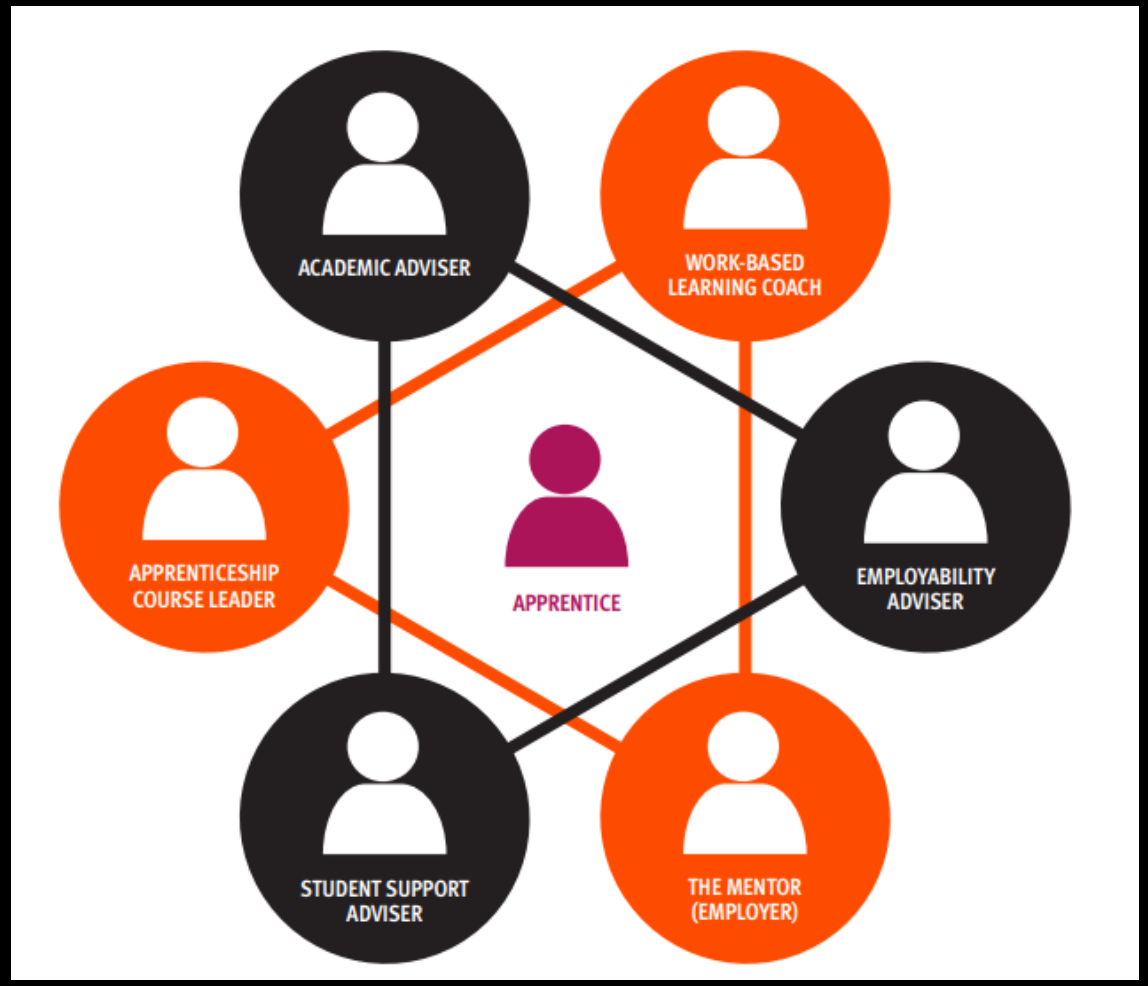
Support Triangle



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The WBLC will:

- Support the apprentice from on-boarding activities through to the End Point Assessment.
- Work closely with academic staff.
- Develop relationships with our employer partners.
- Manage a process of three-way review (Tripartite review)
- Collaborate with the employer in making sure the apprentice has SMART targets that will help support the development of KSB's
- Help employers understand their obligation for OTJT and help the apprentice / employer to understand what constitutes OTJT.
- Support apprentice and employer should the need for a break in learning be needed.

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Apprenticeship Progress Reviews (APR)

- Take place in Maytas
- Tripartite discussion – virtual / face to face
- 4 a year taking place around every 12 weeks
- Support progress and involve action planning.
- Link the job role to the requirements of the apprenticeship standard.
- Monitor off the job training (OTJT)
- BRAG rate progress

APR Process

Log in

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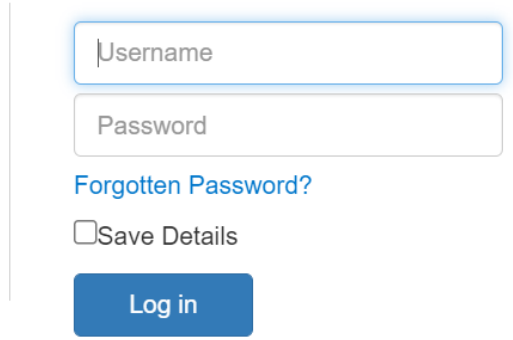
TRIBAL



APR Process

At log in alerts that are due show in a pop up.

For the APR click the run data form.

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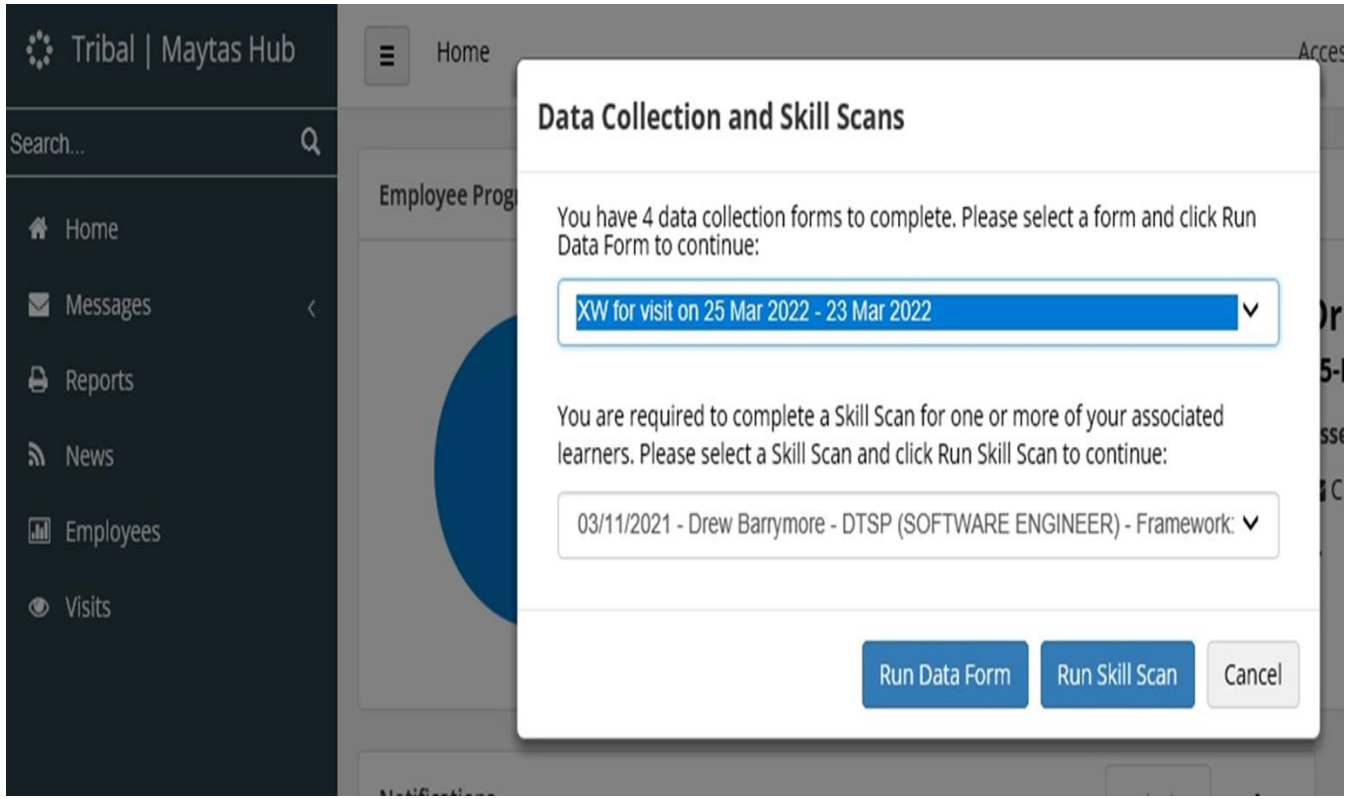

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APR Process

- Paperwork has 3 sections
  - Apprentice
  - Coach
  - Mentor

- When adding anything to Maytas please keep saving to ensure you don’t lose the data (DO NOT SUBMIT)

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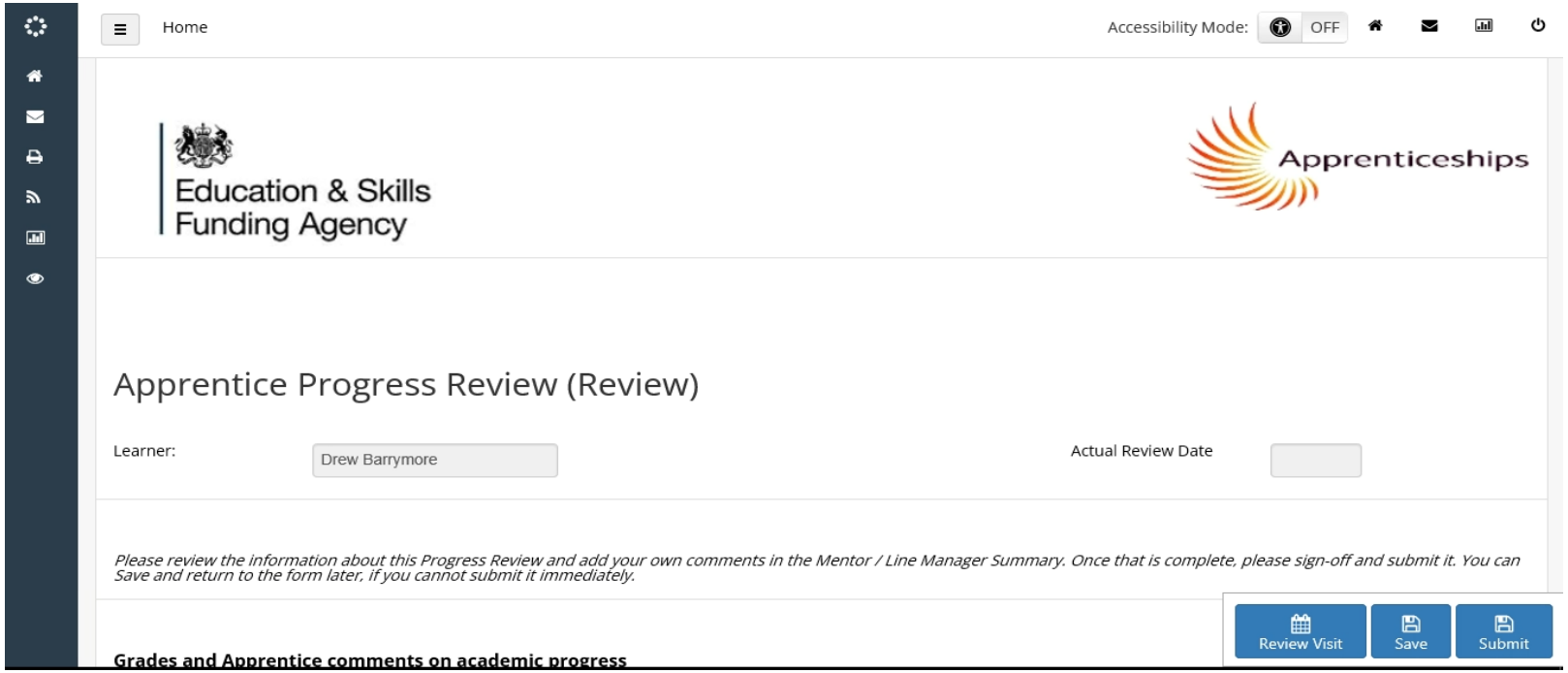
APR Paperwork – apprentice section



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APR Paperwork – apprentice section

Grades and Apprentice comments on academic progress

Latest grades (or append), Please confirm previous comments or update if required.

English / Mathematical skills

Reflection on how the apprenticeship programme is allowing you to develop or improve your English / Mathematical skills. For apprentices who are undertaking Functional Skills please note down your next key milestone / target.

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APR Paperwork – apprentice section

Applied Learning

Give examples of how module(s) learning has allowed you to fulfil and develop in your role. (Be specific – Improved performance, project management, new tasks etc.).

Apprenticeship Milestones

Recognition of KSB development / Key areas of learning since last review. (Skills developed, impact at work, new learning).

Impact

Do you have examples of work-based activity that you feel could be used in your portfolio? Think impact! – Use e-portfolio to log/store progress against KSBs.

APR Paperwork – apprentice section (reflections)

What? So what? Now what?

Structured reflection -

STARE / STAR – situation, task, actions, results, evaluation

Resources on PebblePad

Always link back to the KSB’s

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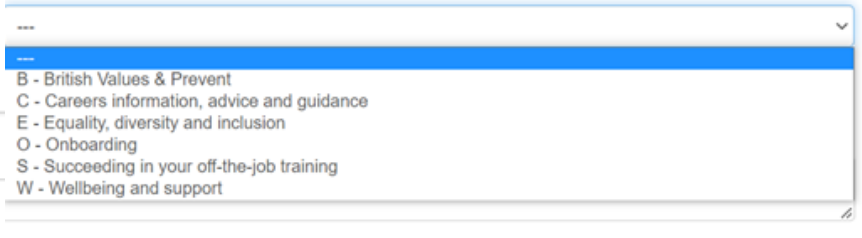
APR Paperwork – apprentice section

Apprenticeship Impact and Information Resource

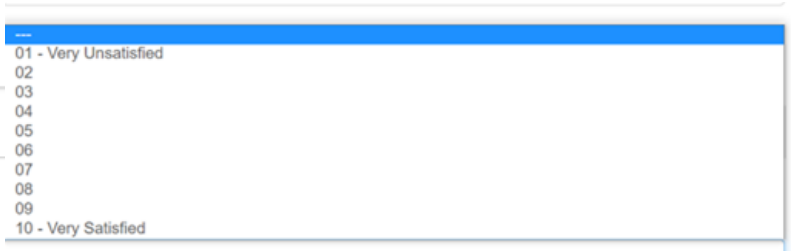
AIIR Theme



Reflect on how your awareness of the topic can support the development of your Knowledge, Skills and Behaviour, in relation to your own context, location or workplace. Think also of actions to drive experience and evidence from your workplace.

Please indicate your satisfaction level with your Apprenticeship

Apprentice satisfaction



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APR Paperwork – coach section

Coach Feedback

Work-based impact, application of learning from SHU course, general comments

Would the Apprentice benefit from a referral to an advisor (Academic, Support, Employability) or Course/Module Leader?

Benefit from referral ☐

Agreed Targets

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APR Paperwork – mentor section

Mentor / Line Manager Summary

Within the summary please identify areas of focus for the next period. (Please refer to the Knowledge, Skills and Behaviours within the apprenticeship standard)

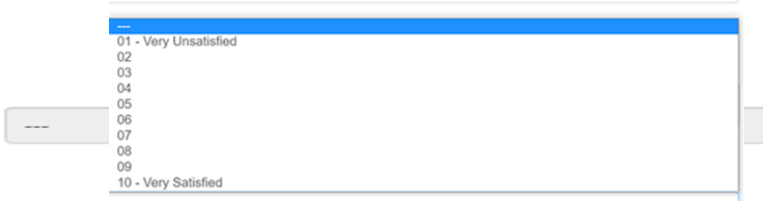
What impact has the apprentices learning had on the workplace?

What are the apprentice's development areas for focus over the coming period?

What specific actions will you take to support the apprentice over the coming period?

Please indicate your current satisfaction level with the Apprenticeship

Mentor satisfaction



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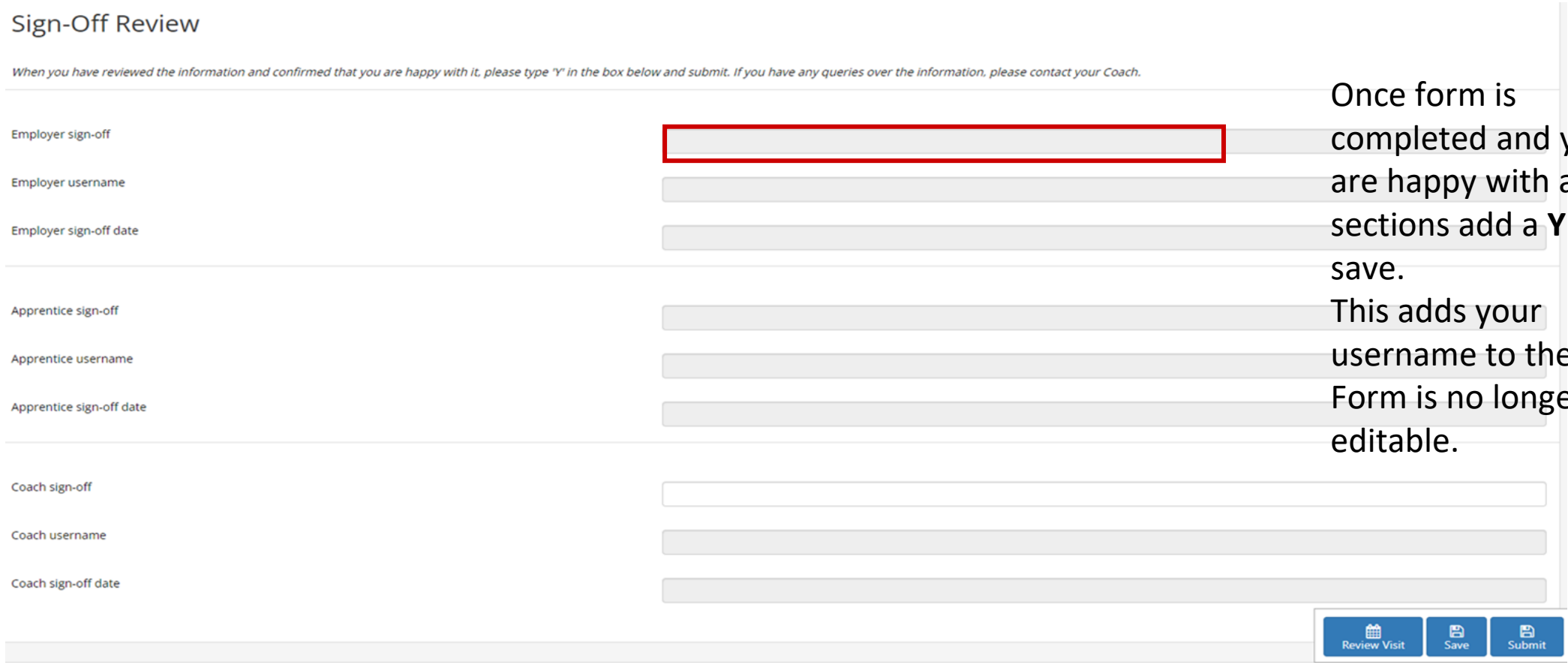
APR Paperwork



Once form is completed and you are happy with all sections add a **Y** and save.
This adds your username to the form.
Form is no longer editable.

Off the Job Training (OTJT)

Learning which happens outside of the normal day-to-day working environment.

OTJT Logs need to be checked and validated in Maytas

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OTJT

Duration Of Programme (weeks)		Off the job calculator	609.00
Learner Working Hours (per week)	37.50	Total Duration of OTJ Activity	280.00
Days per week	5.00	OTJ Hours Remaining	329.00
Days Holiday (Including bank holidays)	28.00		
Learner Total Working Hours (per year)	1740.00		
Planned Hours Override			

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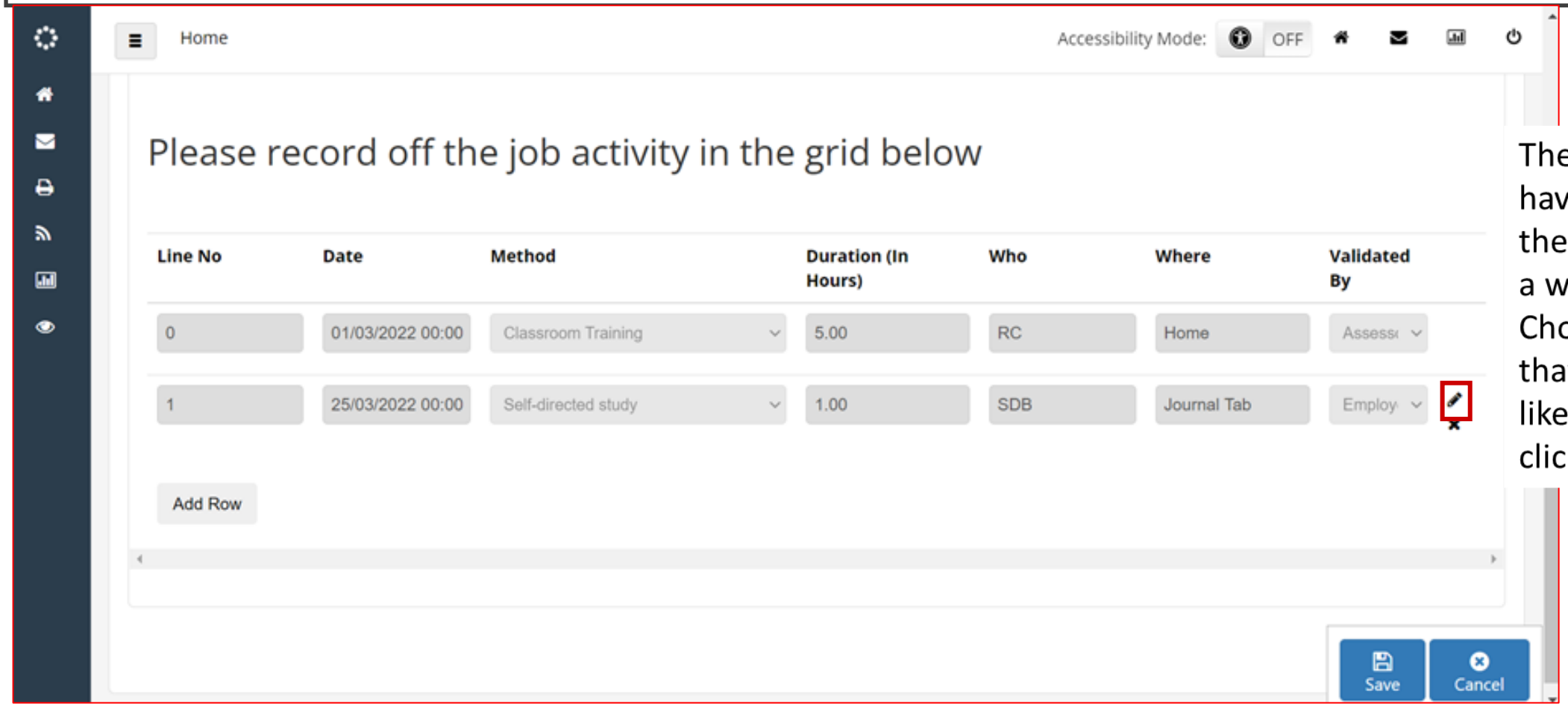
OTJT



The learner will have recorded their OTJT Log on a weekly basis. Choose the row that you would like verify and click the edit icon

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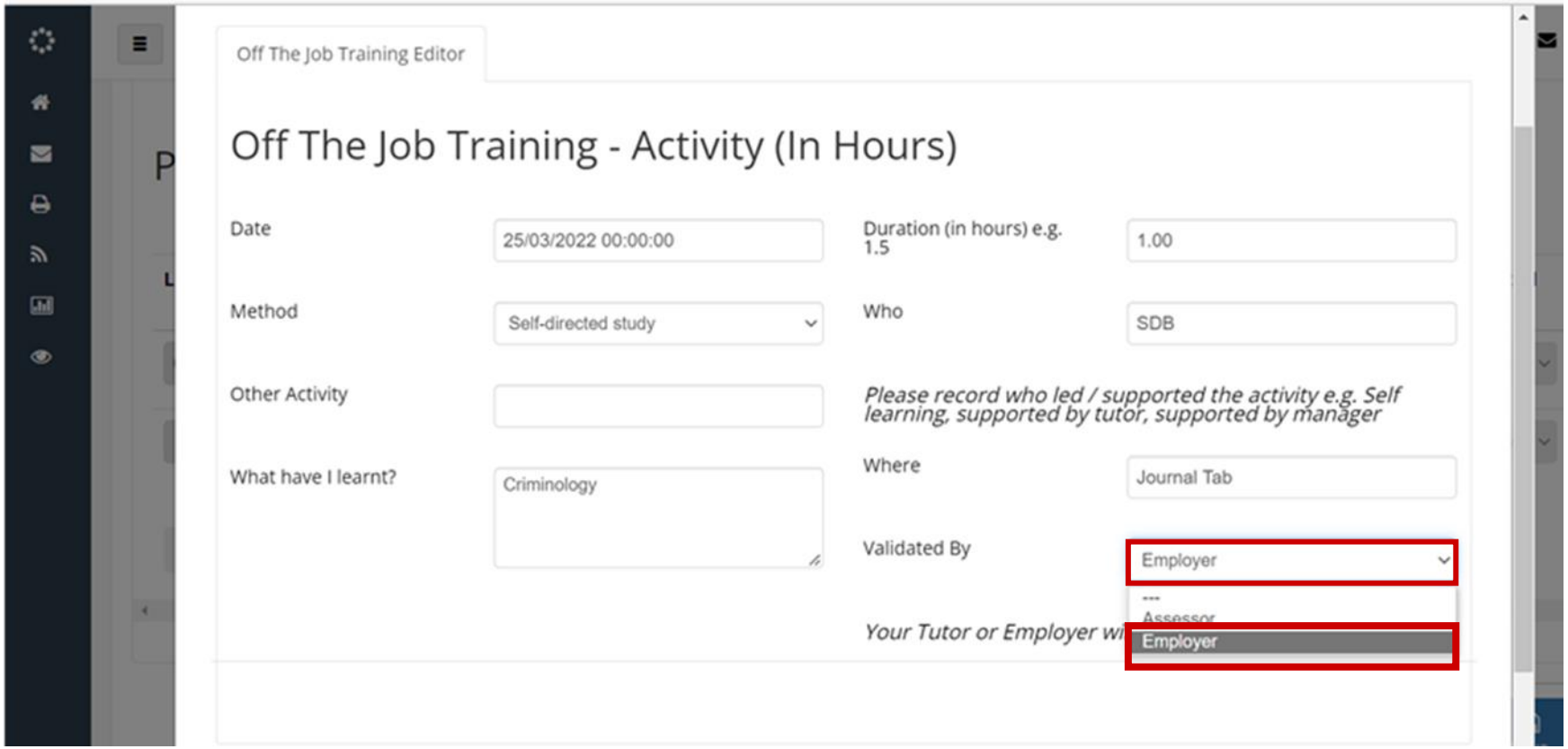
OTJT



A pop-up screen will appear and there is a box named 'Validated By'.

Click on the box and click 'Employer',

then click SAVE

Useful Links

https://blog.shu.ac.uk/apprenticeship-resources/wp-content/uploads/sites/6/2022/05/Maytas-Hub-Mentor-Guide-V3.2.pdf

https://blog.shu.ac.uk/apprenticeship-resources/

https://www.instituteforapprenticeships.org/