

**INDUSTRIAL MENTOR FORM**

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| MENTOR NAME: |  |
| COMPANY NAME: |  |
| COMPANY ADDRESS: |  |
| CURRENT POSITION: |  |
| EMAIL ADDRESS: |  |
| COMPANY SPONSOR: |  |
| EMAIL ADDRESS: |  |

**ACADEMIC AND/OR OTHER QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Title** | **College** | **Year** |
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**WORK EXPERIENCE:**

*Please include relevant duties and responsibilities, such as team leadership roles, previous tutoring/mentoring roles, etc.*

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| --- | --- | --- | --- |
| **Employer** | **Year** | **Position Held** | **Duties/Responsibilities** |
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**OTHER REQUIREMENTS:**

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| --- | --- | --- |
|   | **YES**  | **NO**  |
| Are you willing to undertake a mentor training programme?  |   |   |
| Have you completed at least four years relevant work experience?  |   |   |
| Have you read Employer Handbookoutlining the tasks and assessment criteria for the Manufacturing Engineering Apprenticeship?  |   |   |
| If so, do you feel that you have the required experience to mentor and assess an apprentice in the outlined areas?  |   |   |

**OTHER RELEVANT INFORMATION:**

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|  |  |
| --- | --- |
| SIGNED: | DATE: |

Please return by email to:

Email to: trish.breen@ibec.ie

**Replacement Mentor Process**

*To ensure continuity of high-quality support to the apprentice, in the event of a change of Industry Mentor, it is important to ensure that replacement mentors go through the same formal process as initial mentors.*

Mentor requirements:

**Manufacturing Technician Apprentice (Level 6):**

**The Industry Mentor should have a minimum of a level 6 qualification in a cognate discipline or be**

**a level 6 qualified technician with the required depth of technical knowledge (minimum 4 years’**

**post qualification experience). In the case of a Level 6 technician acting as an Industry Mentor, the**

**apprentice should fall under the supervision of an engineer.**

**Manufacturing Engineer Apprentice (Level 7):**

**The Industry Mentor should have a level 7 in a cognate discipline with 4 years’ post qualification**

**experience, holding a position of technical responsibility in the organisation.**

*Steps to replace mentor:*

1. Company Sponsor informs Ibec Project Manager, copying the academic provider of the upcoming change of Mentor (ideally 4 weeks’ notice).
2. Company Sponsor identifies suitable replacement, who fills out the “INDUSTRIAL MENTOR FORM”.
3. Company Sponsor sends the “INDUSTRIAL MENTOR FORM” to Ibec.
4. Ibec reviews the “INDUSTRIAL MENTOR FORM” and approves/rejects mentor.
5. Ibec informs the company of their recommendation.
6. Company Sponsor informs the academic provider, and SOLAS Authorised Officer of the new approved mentor.
7. The Company Sponsor facilitates Mentor-Handover Training between outgoing and incoming Mentors.
8. New approved Mentor undergoes formal Ibec training.
9. New approved Mentor goes on the Ibec, academic provider and SOLAS databases.
10. New approved Mentor interacts with Academic Supervisor (associated with their apprentices) for overview of Programme-specific academic details, Student deliverables etc.