**INDUSTRIAL MENTOR FORM – Polymer Apprenticeship**

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| --- | --- |
| **MENTOR NAME:** |  |
| **COMPANY NAME:** |  |
| **COMPANY ADDRESS:** |  |
| **CURRENT POSITION:** |  |
| **MENTOR EMAIL ADDRESS:** |  |
| **COMPANY SPONSOR:** |  |
| **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 two years relevant work experience? |  |  |
| Have you read *Book 3 – On-the-Job Learning* outlining the tasks and assessment criteria for the Polymer Processing Technology Apprenticeship? |  |  |
| Have you read the Polymer Employer Handbook? |  |  |
| If so, do you feel that you have the required experience to mentor and assess an apprentice in **one** of the three outlined polymer processing areas? |  |  |

**OTHER RELEVANT INFORMATION:**

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

Please return by email to:

Email to: info@polymertechnologyapprenticeships.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:

**The Industry Mentor should have a minimum of a level 7 qualification in a cognate discipline and have a minimum of 2 years’ post qualification experience in a polymer-based role.**

*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.