

Advanced Therapies Apprenticeship Community (ATAC)

Webinar: Apprentice Supervisor & Mentor Training

Apprentice Supervisor & Mentor Training



What is an apprenticeship



Expectations on Quality Apprenticeships



Typical content of an apprenticeship standard



End point assessment



Role of the Supervisor



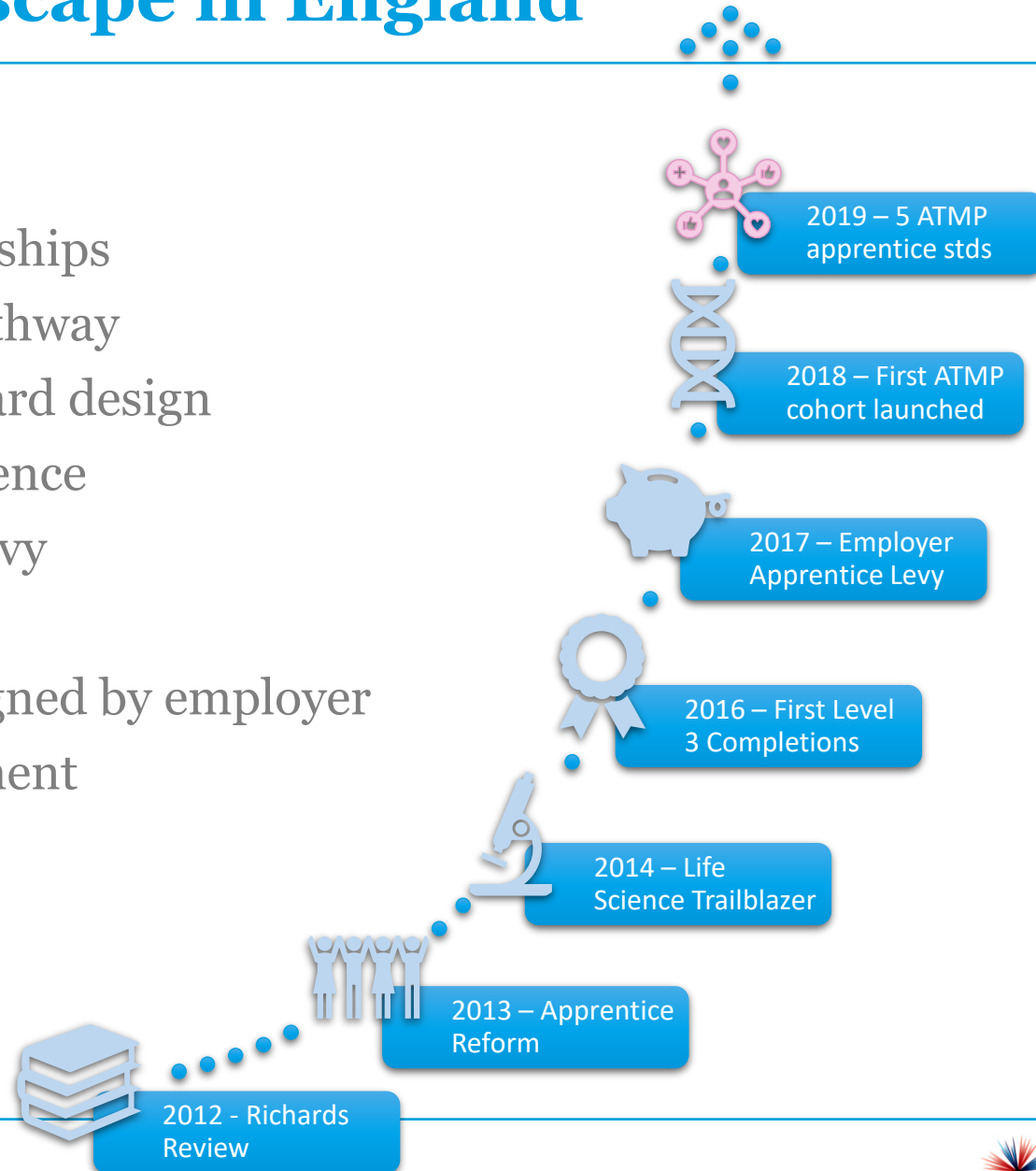
Role of the Mentor



What support is available to you

Apprenticeship Landscape in England

- Significant reform in apprenticeships
- Quality vocational education pathway
- Employer at the centre of standard design
- Aligned to occupational competence
- Funded by the apprenticeship levy
- Employer choice on provision
- Assessment of competence designed by employer
- Independent End Point Assessment



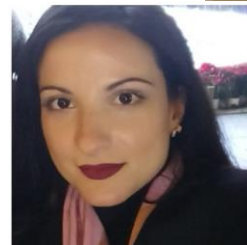
What is an apprenticeship?

- Development of the knowledge, skills and behaviours to be occupationally competent
- Following a quality apprenticeship standard designed by employers for an occupation
- Developing knowledge and skills with 20% off-the-job training
- For anyone at any age or stage in their career
- Training and assessment funded by the apprenticeship levy or co-investment
- Quality assured by independent end point assessment



Senior QC Officer
Level 7

I was once asked where I saw myself in five years and I answered "in regulatory". Realistically, I had never expected this to happen within five years, or even at all without the relevant experience. At this stage of my life, it would not be suitable for me to quit my job in order to start a full-time MSc. That is why, in early 2019, when Oxford Biomedica offered me a Level 7 Apprenticeship in Regulatory Affairs, I agreed without hesitation. The course fits perfectly with what I want and need. It allows me to become qualified in two-and-a-half years while earning a living. I will have an MSc degree and will be able to work as a regulatory affairs specialist.



Level 5

I chose the apprenticeship route initially because I was not sure if I would be able to get into a university with the A-level courses I was doing. However, after I started to have a look at what some of the apprenticeships were offering, my mind started to change, and I was actively looking for an apprenticeship in the field that I wanted to have a career in. I would recommend apprenticeship to anyone. Being able to work, earn money and go to university to get a degree at the same time is a great opportunity, especially in the field you want to work in.

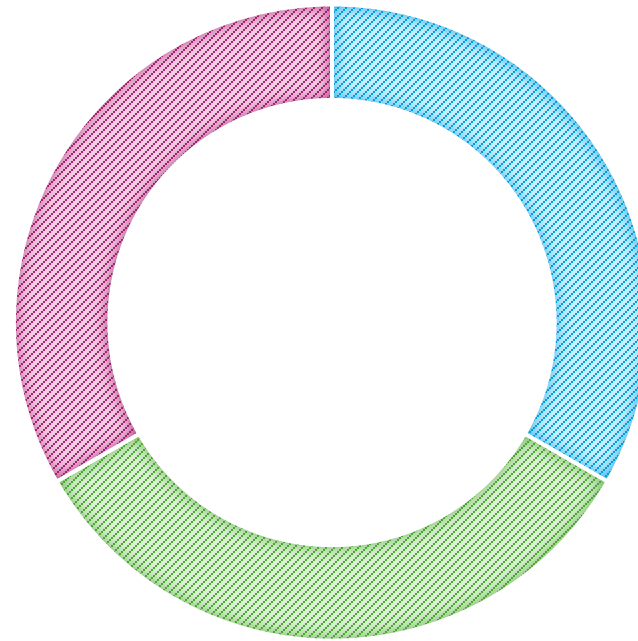


APPRENTICESHIP

■ Skills ■ Knowledge ■ Behaviours

Professional
behaviours in
the workplace
at the right
level

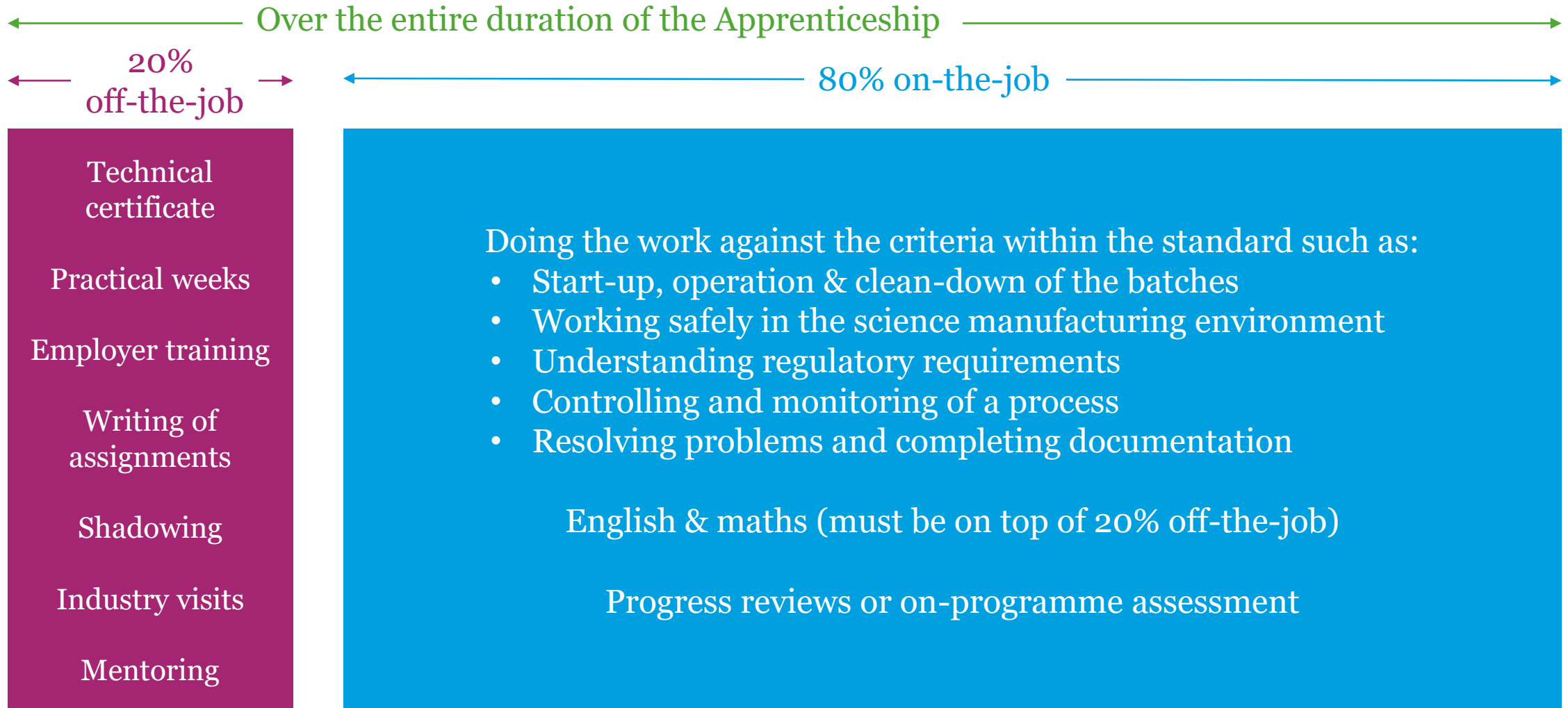
Specific skills
in the
workplace to
be able to do
the job



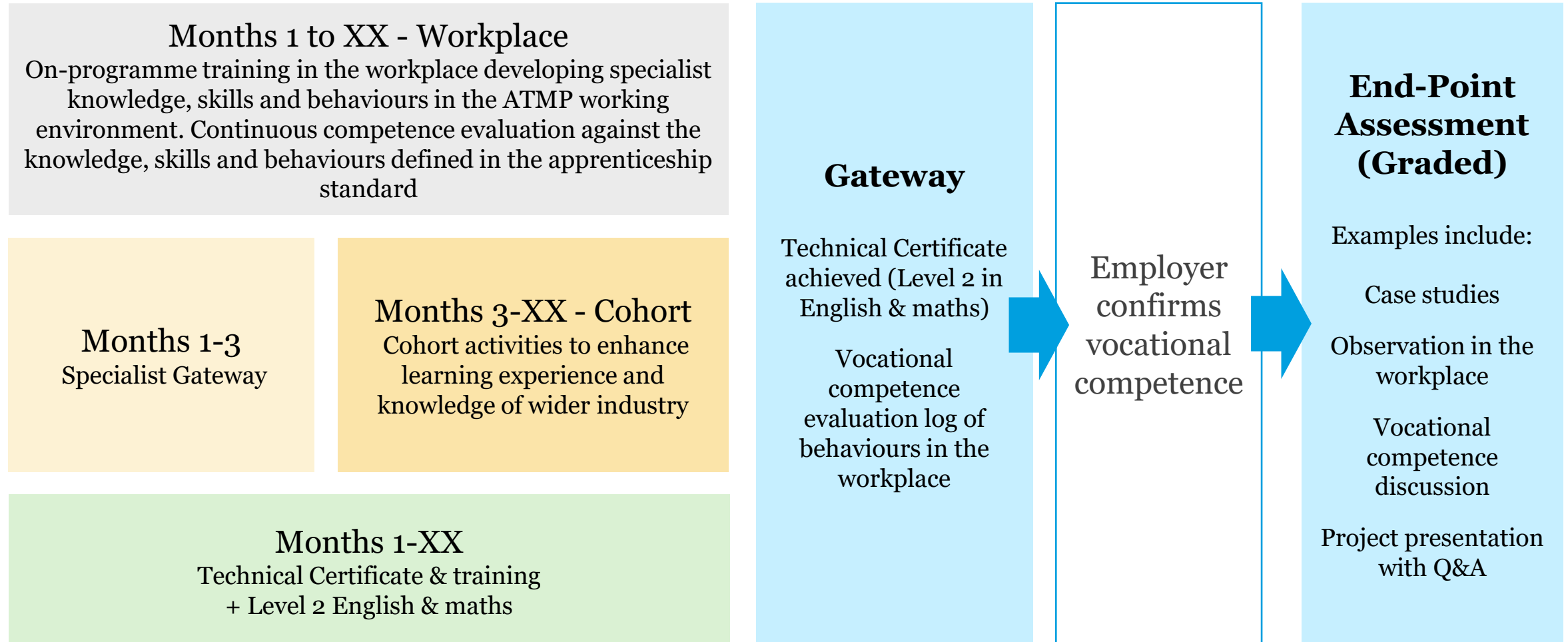
Employer pulls all this together
for the skills they need
in their industry

Technical knowledge
applicable for the
occupation

Apprenticeship – competence to do the job



ATMP Standard Overview >12 months



ATMP Technician Scientist (Level 5) ~ 3 years

Months 1 to 33 - Workplace

On-programme training in the workplace developing specialist knowledge, skills and behaviours in the ATMP working environment. Continuous competence evaluation against the knowledge, skills and behaviours defined in the apprenticeship standard and support from ATAC

- Scientific Knowledge
- Technical Skills
- Professional Behaviours

Months 27-33
Workplace problem solving project specific to ATMP industry and individual organisation

Months 1-33

L5 Foundation degree in Biological Sciences with University of Kent with specialist module designed by ATMP industry (R&D to Market) (+ Level 2 English & maths)

Gateway

L5 Foundation degree or HND from Training Provider

Level 2 in English & maths

Vocational competence evaluation log of behaviours in the workplace

Workplace problem solving project

Employer confirms vocational competence

End-Point Assessment (Graded)

Workplace problem solving project report

Project presentation & discussion

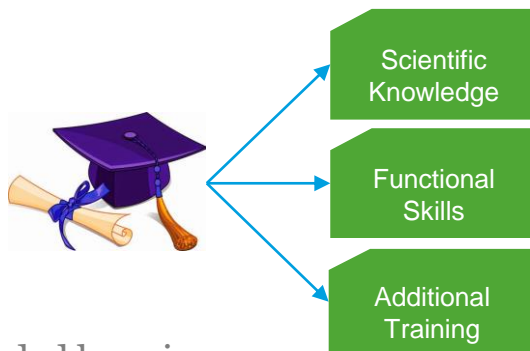
Vocational competence discussion

'Typical' schedule for the ATMP Technician Scientist

Year 1	Sign-up	Cell Biology (15 credits – L4)	Biochemistry (15 credits – L4)	Microbiology (inc. Virology) (15 credits – L4)	Human Physiology & Disease (15 credits – L4)	Laboratory Skills – 1 week (Basic Laboratory/Industry skills) (Summer school – Level 4)	UoK
		Introduction to ATMPs (NHS-BT Filton)	1 day H&S course (Autolus)	Cohort activity – Micro. (NAW event – Oxford BioMedica)	Cohort activity – Physiology & LinkedIn webinar	Networking/ Careers activity – during summer school	ATMP
Year 2	Advanced Therapies: R&D to Market (15 credits – L4)	Business Improvement (15 credits – L4)	Metabolism, Enzymology & Molecular Biology (15 credits – L4)	GxP inc. ATMP & Quality Mgt (15 credits – L5)	Advanced Laboratory Skills 1 wk – DoE/Methods/Stats (Summer school - Level 5)	UoK	
	Advanced Therapy case studies/mentoring cohort 1 (CGT Catapult)	Regional NAW apprenticeship events	Continuous Improvement day (NHS-BT)	GxP site visit (Abbvie)	Summer school support	ATMP	
Year 3	Biopharmaceutics & Gene Therapy (15 credits – L5)	Immunology & Haematology (15 credits – L5)	Pharmacology (15 credits – L5)	Workplace Project (45 credits – Level 5)		Celebrate	UoK
	Patient visit/videos	Immunology (webinar)	Research project management	EPA preparation	Workplace skills & Professional bodies		ATMP

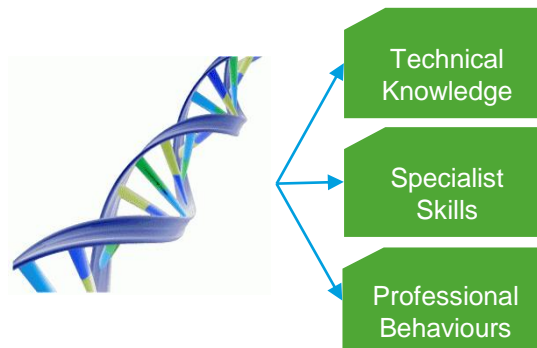
Where does ATAC fit in?

University of Kent



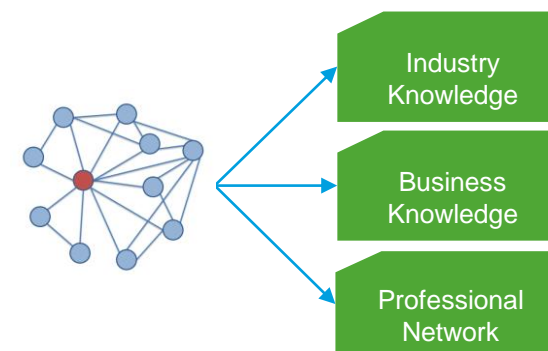
- Blended learning
 - Moodle on-line platform
 - Practical summer schools

Employer

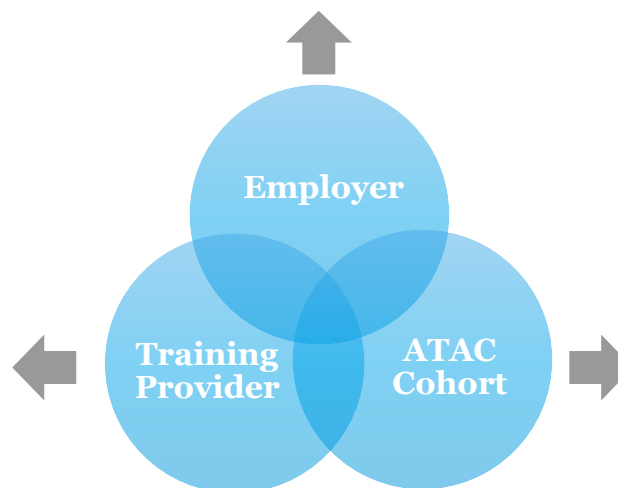


- 80% of your time spent **ON** the job
- Approx. 20% **OFF** the job learning

ATAC Industry Cohort



- Complimentary support to learning
- Website with useful resources



Who does ATAC support?

APPRENTICE



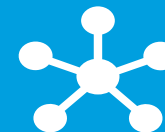
- Complimentary learning activities
 - Company site visits aligned to modules
 - Industry webinars with business leaders
 - Networking events across sector
- Professional Network
 - Wider industry knowledge across industry
 - Group experience, learning from each other
- Website with useful resources
- ATAC support on top of training provider & employer

EMPLOYER



- Support with recruitment and on-boarding
 - Advert templates & generic job descriptions
 - Promotion & advertising roles
 - Assessment days & interviews
- Support for line managers
 - F2F visits, on-boarding & training plans
 - Check lists, webinars and contacts
- Local networking events to share best practise
- Website of useful resources and case studies

ATMP Industry



- Meeting skills demand for sector based on evidence
- Embedding apprenticeships - route to bring in new talent
- Customising apprenticeships with selected training providers
- Developing new standards across UK to ensure sector success
- Upskilling existing staff in key technical and managerial areas
- Building dedicated cohorts to ensure employer needs are met
- Model for other nascent sectors

Examples of ATAC cohort activities

Industry events

- Site visits
- H&S training
- Networking events
- Guest lectures
- Career development
- Facility tours
- Apprenticeship events
- Outreach training

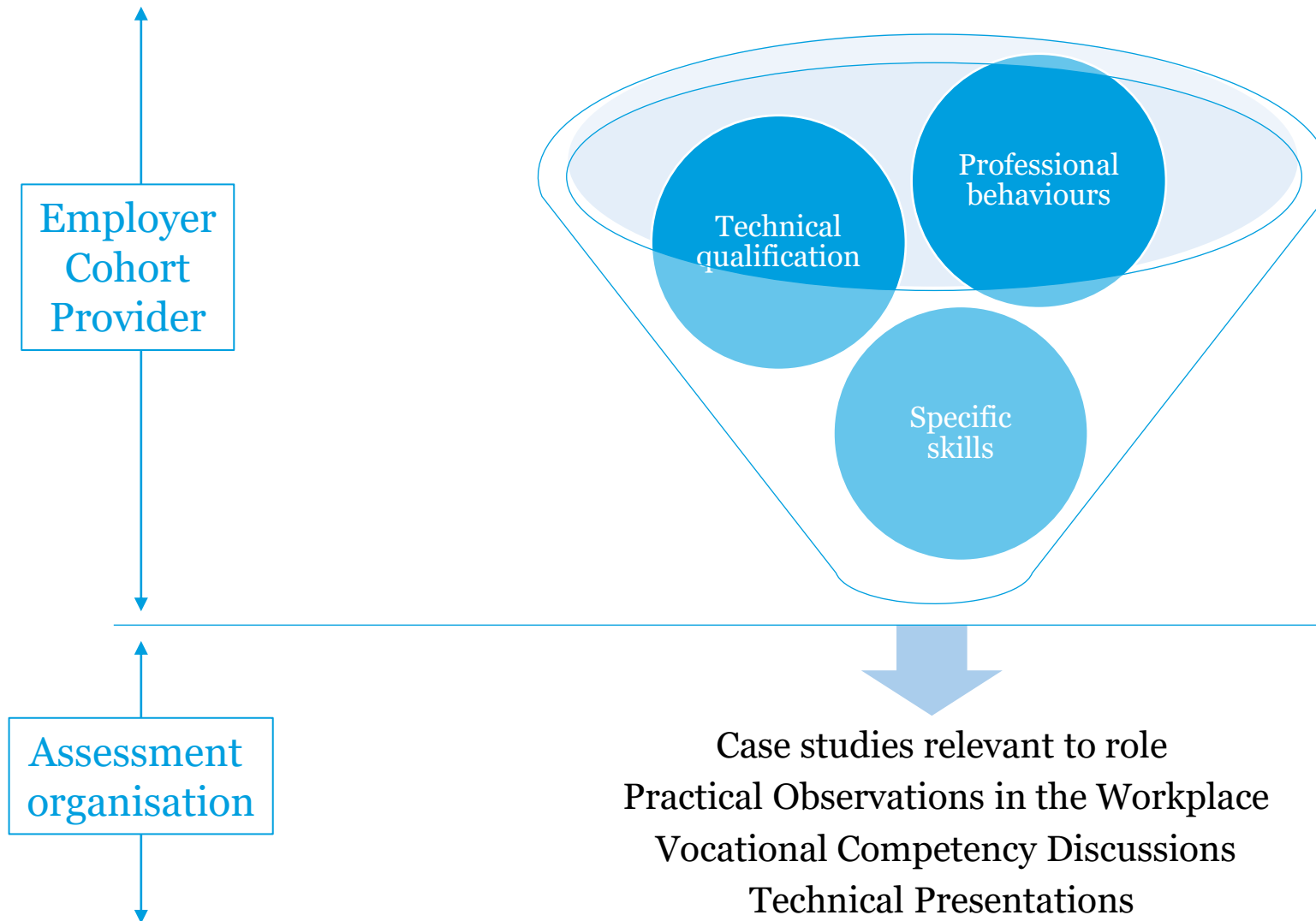
Webinars

- Supervisor training
- LinkedIn
- Technical presentations
- Patient videos
- Presentation skills
- Guest lectures
- Professional behaviours

Provider led

- Cohort inductions
- Competency logging
- Quality Expectations
- End point assessment
- Introduction to new standards

End point assessment – synoptic & independent



Example EPA – Technician Scientist

Project Presentation & Discussion

- Project needs to be completed in the workplace
- Written up as a journal article with references
- Presentation must include EPA criteria
- Discussion questions based on apprenticeship standard
- Workplace assessor present & can ask technical questions
- Independent assessor marks

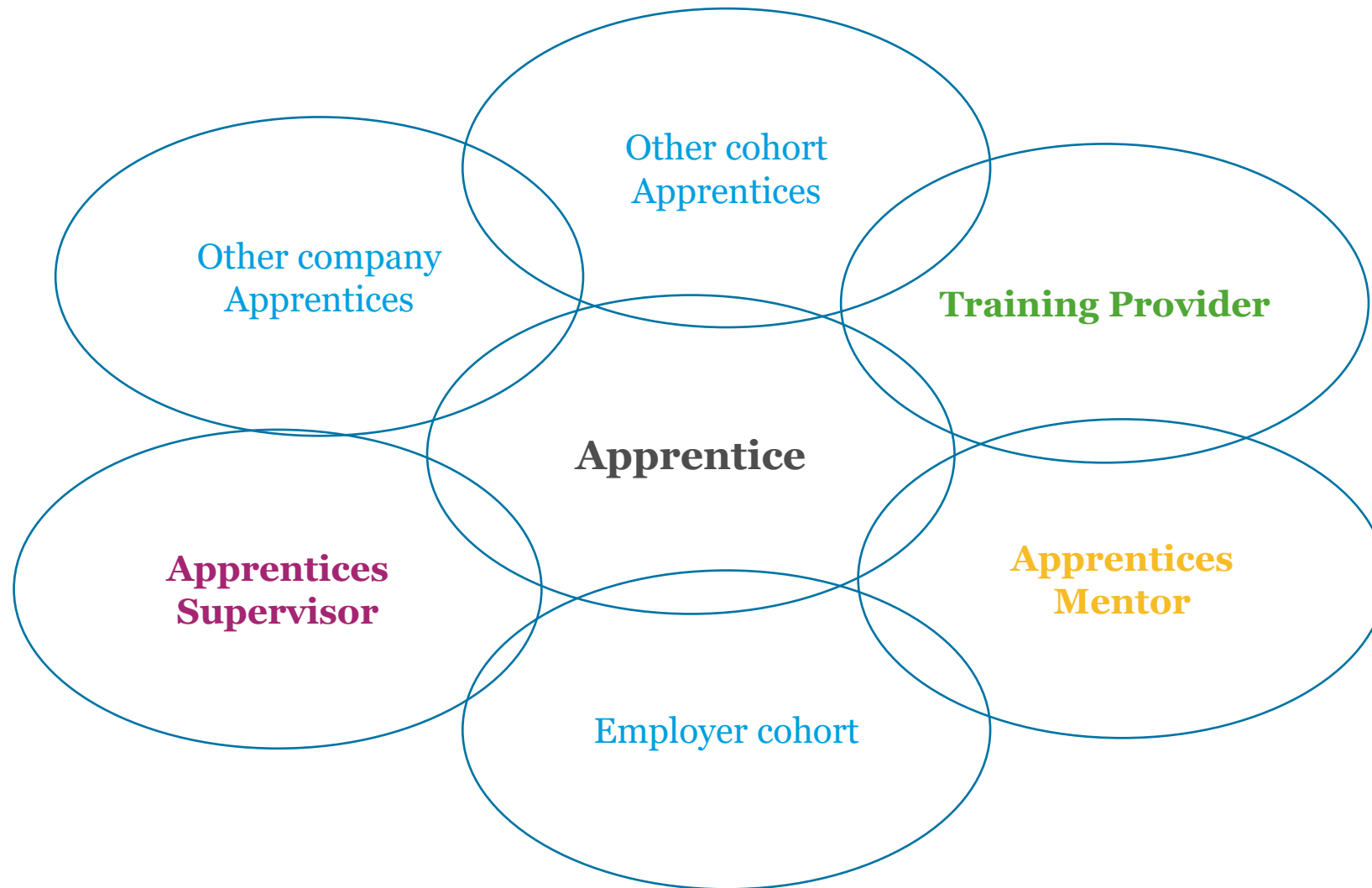
Case Study

- Exam style assessment based on a written case study
- Need to read questions thoroughly
- 2.5 hours long
- Questions broken down
- Invigilated by independent assessor
- No role for employer & provider in assessment
- Appropriate room & time

Competency Discussion

- Set questions asked to the apprentice
- Asked by an independent assessor
- No role for employer or provider in assessment
- Employer & provider can help prepare
- Can take portfolio in – all based on standard
- Is recorded, marked and moderated

Who does what in delivering the apprenticeship ?



What should an apprentice supervisor do?

Supervisors play a key role in supporting apprentices through their programme, to ensure they are meeting the needs of the standard & to work with the training provider on apprenticeship delivery. The supervisor is critical to success of the apprentice and operational delivery for the business.

Communicator

Spending time regularly working with the apprentice and training providers on developing their skills, knowledge and behaviours using honest and constructive feedback

Planner

Someone able to plan the apprentices time with them to enable them and the training provider to meet all the criteria, this may involve planning across other stakeholders

Source of Knowledge

Being able to take time to share your knowledge of the business and different aspects of the Manufacturing Technician role in your area

Leader

Someone who can empathise and listen to what the apprentice has to say carefully. Clearly articulate realistic goals and timely objectives to meet the needs of the business and the apprenticeship

Motivator

Helping the apprentice think through their drivers and how these align with the business, keep them focussed on the apprenticeship and a valued member of the manufacturing team

Facilitator

Provide access to training and different opportunities for experience that the apprentice will find useful to deliver the apprenticeship

Using leadership skills supervisors need to understand their apprentices to make personal change happen, especially at the behavioural level, using a business led approach throughout the apprenticeship programme.

At the start: Establish the apprentices learning objectives, ground rules and logistics, be realistic and committed

What should an apprentice mentor do?

Mentors play a spectrum of roles in supporting apprentices through their programme, often wearing different hats within the same relationship – the best mentors use a wide range of responses to support their mentee and offers them a window in to the wisdom and knowledge of the business.

Sounding Board

Someone independent and uninvolved who can give honest feedback on how the apprentice plans to tackle an issue using their experience from across the business

Critical Friend

Someone willing and able to say openly providing a source of challenge, probing beneath the surface and prompting honest discussion

Listener

Being there regularly to encourage and provide a listening ear for the apprentice as they learn the wider business

Counsellor

An empathetic listener, with reflective and questioning skills to help the apprentice analyse problems and opportunities

Career Advisor

Helping the apprentices across the 2 year programme think through development options

Networker

Provide access to networks and key links for experience that the apprentice will find useful along their programme

Using coaching skills mentors need to understand their graduates to make personal change happen, especially at the behavioural level, using an approach led by the mentee throughout the apprenticeship.

At the start: Establish the mentees learning objectives, ground rules and logistics, be realistic and committed

What support is available to you?

Your Employer

- Internal management support to apprenticeship programme
- Internal support from line leadership within your company
- Other supervisors/mentors of apprentices across your business

Training Provider

- Induction training in to electronic learning systems
- Regular updates on progress with apprentice and supervisor
- Support on how to collect evidence & submit assessments
- There for you to use as much as the apprentice

C> Catapult

- Support on meeting the needs of the specific apprenticeship standard
- Network of other employers/apprentices doing the same thing
- Email address for queries: apprenticeshipsinfo@ct.catapult.org.uk
- Website: <https://www.advancedtherapiesapprenticeships.co.uk>

CATAPULT

Cell and Gene Therapy

Cell and Gene Therapy Catapult is committed to ensuring high standards of research integrity and research best practice in the activities we carry out. We subscribe to the principles described in the UK concordat to support research integrity.

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