

HENLEY BUSINESS SCHOOL  
ESSENTIAL APPRENTICESHIP GUIDE

# Working with your apprenticeship tutor



**Henley**  
Business School

UNIVERSITY OF READING

Where business comes to life

# Working with your apprenticeship tutor

At Henley Business School, your apprenticeship tutor will support you throughout your programme. They will be the main point of liaison between you, your line manager and Henley. They will also support you to meet the requirements of the apprenticeship standard (including developing your portfolio) and help you prepare for your end-point assessment.

This guide shares some recommendations about how you can get the maximum benefit from your relationship with your tutor.

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## Essential Apprenticeship Guides

This guide is one of a series designed to help our clients engage with apprenticeships and deliver best value to their organisation and their apprentices.

## Further reading

Supporting an apprentice as line manager

Succeeding as an apprentice

[henley.ac.uk/business/apprenticeships/essential-apprenticeship-guides](https://henley.ac.uk/business/apprenticeships/essential-apprenticeship-guides)

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# 1

## Be clear about what you want to achieve



Your apprenticeship is an opportunity for you to grow and develop, personally and professionally – but it's also a big commitment. In deciding that an apprenticeship is right for you, you will inevitably have thought about what you hope to get out of it. However, it can be easy to lose sight of these aspirations as your apprenticeship progresses. Your tutor can play an important role in supporting you throughout your apprenticeship to make sure that you remain on track to meet your objectives.

### We recommend that you:

- Discuss upfront with your tutor what you want to get out of the apprenticeship and what actions you can take to achieve your objectives
- Work with your tutor to develop a personal development plan (PDP) to set out your broader personal and professional development goals – or to further develop your existing PDP, if you have one
- Make use of your progress review meetings with your tutor to discuss how you are progressing against your personal objectives, as well as the requirements of your programme

# 2

## Plan your learning



All apprentices need to meet the requirements of the relevant apprenticeship standard to successfully complete their apprenticeship. However, every apprentice will have different areas they wish to develop, their own learning style, and be working in a different role/organisational context. Working with your tutor is the best way to make sure your learning is focused on your individual needs.

### We recommend that you:

- Collaborate with your tutor to develop your individual learning plan (ILP) to identify how your apprenticeship will be tailored to meet your development goals
- Plan how you can make the best use of your off-the-job training time, including taking advantage of learning opportunities within your organisation
- Identify areas where you might need exposure to different types of work or parts of your organisation, and work with your tutor and manager to plan how you can address any gaps
- Ensure you have a plan for achieving all of the requirements of your apprenticeship, as they are all equally important

## 3

## Keep on top of your work and ask for help if you need it



Undertaking a degree or higher apprenticeship on top of your job will have its challenges. Successful apprentices take a systematic and realistic approach to balancing work, study and home commitments. Your tutor is there to help you plan your time, identify areas of focus and check that you are progressing as planned.

### We recommend that you:

- Ensure you and your manager have key deadlines and review meetings scheduled into your diaries
- Plan how you will meet deadlines set out in your learning schedule from Henley. People have different approaches to managing workload, but keeping on top of things and working steadily towards deadlines is always recommended
- Ask for help when you need it. It is common for apprentices to need support with certain areas, such as study skills or academic writing. Your apprenticeship tutor can point you in the direction of further help if you need it

## 4

## Work together



The collaborative relationship between you, your line manager (on behalf of your organisation) and your tutor (on behalf of Henley) is at the heart of your apprenticeship. In our experience, apprentices get the most out of their programmes when all three parties communicate and work closely together.

### We recommend that you:

- Invest time in building your relationship with your tutor and allow your tutor and manager the opportunity to form a relationship as well
- Commit to review meetings with your tutor and do all you can to make sure your manager can also attend the meetings which they are expected to attend
- Have open conversations about what is expected of you – including any challenges in balancing competing requirements
- Get your manager's perspective on your strengths and development needs, and feed this into discussions about your apprenticeship
- Draw on the perspectives of your manager and tutor to help you identify how your learning can best be applied in the workplace. This includes making connections between your learning and your organisation's strategy, opportunities and challenges

## 5

## Use your tutor as a sounding board



Your tutor is there to support you throughout your apprenticeship. In particular, they will be focused on how you are applying what you have learned in the workplace and how you are developing personally and professionally as a result of your apprenticeship.

### Your apprenticeship lead or team should:

- Make the best use of your meetings with your tutor – come with your own agenda items, issues and challenges
- Use your tutor as a sounding board when considering how you might apply what you are learning in practice, in your role and your organisation
- Talk to your tutor if you need help at any time – you don't need to wait for the next scheduled review meeting

Apprenticeship tutors are with you from the start of your apprenticeship journey to the finish and will be a regular point of contact and support for you when you need it. To ensure you get the most from this learning experience we must collaborate with your line manager. Together we can help identify your development opportunities in the minimum six hours per week (equivalent) in off-the-job training time and ensure you build a strong portfolio to successfully complete your chosen programme.

Jane Lowe, Apprenticeship Manager

## Where business comes to life

### Where business comes to life

Henley is a triple-accredited business school with over 75 years' experience in developing confident, resilient business leaders and supporting organisations in reaching their strategic and transformational goals.

We are one of the largest providers of leadership, management and digital apprenticeships. Our programmes support around 1,600 learners and are enriched by the cutting-edge research and wide-ranging commercial experience of our academics.

The depth and breadth of this knowledge base equips learners with an extensive understanding of leadership and, along with the latest sector-specific insights, enables them to become the strategic and responsible leaders of the future.

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