



The
Insurance
Institute

The Insurance Practitioner Apprenticeship

Mentor End of Semester Review Form



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DEVELOPING
YOUR FUTURE
IN FINANCE



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Mentor End Of Semester Review

How to use this form

This form has been designed to help you prepare for your end of semester review with your Mentor. The preparation for the meeting would typically take approximately one hour. It is recommended that each apprentice complete the end of semester review self-assessment form in advance of their meeting with their mentor. It is also recommended to give your mentor a copy to read before the meeting, however this is optional.

Your Mentor will initially structure the discussion by going through the headings on this form and discussing your views as well as making his/her observations. However, you should both feel free to discuss anything relevant and useful at any stage during the process.

A summary of the discussion, using a copy of this form, will be prepared by the Mentor at the end of the meeting for agreement by the apprentice.

The agreed form will be uploaded onto Moodle and a hard copy kept on file by the apprentice for review by ATU Sligo / The Insurance Insstitute / LIA / SOLAS or local ETB representative.

Mentor End Of Semester Review

APPRENTICE NAME

ATU SLIGO APPRENTICE NO.

COMPANY

MENTOR

SUPERVISOR

DATE OF MEETING

PERIOD UNDER REVIEW

Note if your organisation has a similar review process, this cover page can be attached to the output of that review documentation and uploaded.

1 Role Development & On-The-Job Training

Role Development – What has been your main role this semester?

What on-the- job training have you received and how did you find this?

What training will you need next semester?

Role Development & on-the-job training (Mentors comments):

2 Academic Learning & Application in the Workplace

List the modules that you studied this semester and comment on how you have benefited from studying these modules and how you can bring what you have learned to the workplace.

Module Name

Benefits of studying the module

Application of learning to the workplace

What plans did you put in place to ensure that you met all of the deadlines for your academic work and is there anything you could improve on for next semester?

How did you prepare for your exams and is there anything you could improve on for next semester?

Are there any additional supports that you need from your supervisor/organisation to help you succeed with your academic modules

List the modules that you will be studying next semester and how you think they may benefit you and your workplace.

Module Name

Benefits of studying the module

Academic Learning & Application to the Workplace (Mentor's comments):

3 Reflections On Your Apprenticeship This Semester

Reflections should be based on:

- Day-to-day job & on the job training
- Online lectures & academic study
- Work based learning assignments

What do you feel were your main strengths as an apprentice this semester?

What did you find most interesting this semester?

What did you find most challenging this semester?

What should be/are your main objectives, priorities and improvement targets for the next semester?

Are there any development aspirations you want to discuss at the meeting?

Mentor's comments:

4 Any Additional Notes Or Comments?

Apprentice comments:

Mentor's comments:

I confirm that I have completed my end of semester review with my Mentor:

Apprentice Signed Date

Mentor Signed Date