

**Senior Leader Apprenticeship (SLA) Employer Mentor Newsletter Mar24.**

Welcome to our next Employer Mentor newsletter of the SLA journey from your Programme Leader, Becky Jones (r.1.jones@herts.ac.uk) and your Work Based Learning Tutors, Louise Stevens (l.stevens8@herts.ac.uk) and Tony Cullen (t.cullen@herts.ac.uk). We will aim to send out regular group communications – and try not to clog up your email! Please don’t hesitate to get in touch with us if you have any questions.

**The Final Portfolio Module.**

Your apprentices have just started their last Portfolio module on Managing Strategy, Innovation & Change starting on the 13th March. There are 10 Knowledge and Skills, plus 2 Behaviours for this module including innovation, leading change in their area of responsibility and overseeing procurement. The Skills Scan will support this activity.

Looking ahead - We will be inviting you to attend an employer mentor briefing to go through this in more detail at the start of that next module (September time). For the moment, please support your learner by making a note of potentially useful strategic projects to scope out December onwards.

**Aptem and Progress Review Meetings**

Progress Review Meetings (PRM) are held with an 8 – 12 week policy and booked with your WBLT in advance,

Your input into Aptem prior to the meeting is really valuable in steering the conversation and providing a record of progress.

Post PRM meeting, all parties are required to sign off the form and there are regular audits for this.

Do access the support video [here](https://www.youtube.com/watch?v=_DCBHisHucU) for a quick refresher on how to do this if needed.

**Skills Scan & Support**

For the next PRM, apprentices are asked to complete a Skills Scan linked to the specific KSBs for this module.

We explore this in the workshop so our apprentices can learn from each other and explore what this means in different organisations.

We hope your apprentice will share this with you to help open conversations regarding areas where they need more exposure, or your support in finding a contact. Learners have to gather evidence to support meeting their KSBs so your input is invaluable.

*Save the Date! Our next Senior Enrichment Day (SLED) is on the 19th June. You are invited to join our keynote speaker with your learner – more details to follow!*

**Assessment Dates**

Assignment 1 – Presentation. Due 22nd May.

Assignment 2 – Learning Conversation. Due 24th July

Assignment 3 – Portfolio formative assessment. Due 03rd June.

Assignment 3 – Portfolio summative assessment. Due 31st August.

*Dates are shown on Canvas for learners.*

*Did you know? Your Apprentice will develop their English, Maths and ICT as part of their programme in addition to all their Knowledge, Skills and Behaviours on the Standard – do let us know if there are areas of support you would like UH to offer to specifically develop your apprentices in these vital areas of skills?*