Practice Tutors – Integrating Learning and Employability
School of Computing and Communication

**Building recognition: The ePortfolio**

**Context**
Practice tutors investigate, get to know and understand the work environment of the apprentice.

**Interpretation**
This enables them to interpret the module content and explain how it is relevant to the specific apprentice and the apprenticeship.

**Scaffolding**
They do this by informally relating explicit and implicit learning outcomes in the modules to the knowledge, skills and behaviours in the work environment.

**Reflecting**
They help apprentices reflect on how new knowledge, skills and behaviours have been demonstrated in the workplace which are then recorded in an ePortfolio.

**Experienced friend**
Building on their own experiences practice tutors add value to the reflections by putting them in a wider context.

**Preparing**
They help relate these experiences to job descriptions and professional standards that may help with promotions and future employment opportunities.

**Developing resilience: Solving problems**

**Identification**
Practice tutors identify barriers to study. This could be lack of study time, a poor work environment, or a lack of entry level skills, etc.

**Investigate**
They draw together information from a range of sources. The apprentice, the employer, apprenticeship program delivery manager, and module tutors.

**Negotiate solutions**
They build solutions that integrate the competing demands of the stakeholders in collaboration with the apprentice: developing their skills.

**Support implementation**
The apprentice owns the solution, but the practice tutor helps track its outcome. This can be light touch, or more intensive depending on the apprentice.

**Feedback**
They initialise feedback loops to ensure that as the apprentice moves on in the programme they are ready for new challenges.

**Support implementation**
The apprentice owns the solution, but the practice tutor helps track its outcome. This can be light touch, or more intensive depending on the apprentice.