

# Course : Become an apprentice master

Practical course - 2d - 14h00 - Ref. MRA

Price : 1540 CHF E.T.

 4,6 / 5

Dans le cadre d'un contrat d'apprentissage ou contrat de professionnalisation, la réglementation demande qu'un tuteur accompagne l'apprenti dans son parcours de formation. La formation MRA permettra au maître d'apprentissage d'acquérir les méthodes et les outils indispensables pour déployer un plan d'accompagnement précis. Ils faciliteront également le suivi de l'alternant jusqu'à son autonomie dans ses missions tout en sécurisant l'obtention de son diplôme. Vous développerez une posture qui favorise la relation et prend en compte la diversité des personnalités à former.

## Teaching objectives

At the end of the training, the participant will be able to:

- Welcoming work-study students when they join the company
- Facilitating the work-study student's integration during the trial period
- Organizing your career path within the company
- Supporting work-study students throughout their apprenticeship
- Using work situations to develop learning
- Assessing learning outcomes in the workplace

## Intended audience

Toute personne chargée de l'accueil et de la formation d'apprentis en situation de travail. Personne exerçant un accompagnement pédagogique de participants dans le cadre de sa fonction de tuteur.

## Prerequisites

No special knowledge required.

## PARTICIPANTS

Toute personne chargée de l'accueil et de la formation d'apprentis en situation de travail. Personne exerçant un accompagnement pédagogique de participants dans le cadre de sa fonction de tuteur.

## PREREQUISITES

No special knowledge required.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## Practical details

### Hands-on work

Alternance d'apports théoriques, méthodologiques et exercices pratiques. Les participants créent leur boîte à outils de maître d'apprentissage.

### Teaching methods

Pédagogie active : travaux en sous-groupes, échange de pratiques, élaboration des premiers outils de tutorat, mises en situation de communication, études de cas.

## Course schedule

### 1 Defining the roles and responsibilities of the apprentice master

- Master the learning context.
- Linking the tutoring mission to the company's strategic challenges.
- Identify the role of the apprentice master: professionalize, support and empower.
- Take into account all the players involved in the process.

### Hands-on work

Work on representations of in-house training and apprenticeship. Exchange of practices and feedback.

### 2 Preparing the learning path

- Draw up a job description.
- Identify the key skills to be passed on, based on the specifics of the job.
- Define the learning path in conjunction with the training center.
- Inform future contacts about the apprentice's integration.
- Identify potential skill relays within the team.
- Planning and designing the work environment.
- Plan the time needed for tutoring.

### Hands-on work

Analysis of your job or position, drafting of your individual training program in line with your professional situation.

### 3 Getting tutoring off to a good start: integrating the apprentice/intern

- Establish and explain the tutoring framework: objectives, procedures, internal rules, expectations of the organization.
- Introduce yourself and the apprentice/alternate by arousing mutual interest.
- Identify needs: expectations, degree of autonomy, skills, training, ability to get involved.
- Question and reformulate expectations.
- Adapting to personality profiles and new generations.
- Monitor and evaluate the apprentice's progress.

### Hands-on work

Workshop in sub-groups on the various stages and tools involved in welcoming apprentices/trainees and role-playing.

## TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 4 Maintain open communication and establish a relationship of trust

- Acknowledge each step in the progression.
- Give people the right to make mistakes.
- Using motivational levers.
- Provide feedback to enhance and improve.
- Valuing achievements and encouraging progress.
- Reframe in the event of drift using the DEPAR method.

### Hands-on work

Jeux de rôle à partir de situations réelles ou vécues + débriefing en groupe avec accord du participant : mise en situation.

## 5 Transferring skills

- Integrate the specificities of transmission in a professional environment.
- Adjust learning methods and situations to the need for progression.
- Learn from work situations as an actor.
- Learn from work situations as an observer.
- Ensure compliance with health, hygiene, safety and environmental regulations.

### Hands-on work

Create a learning situation, write instructions and set up a transmission situation.

## 6 Assessing the apprentice's progress

- Plan appropriate assessment situations.
- Help apprentices and interns to assess themselves and take a step back from their work.
- Conduct assessment interviews.
- Use assessment tools: job description, skills repository, summary grid, etc.

### Hands-on work

Development of an evaluation grid with observable criteria. Simulation of an individual follow-up interview.

## Dates and locations

### REMOTE CLASS

2026: 6 July, 17 Dec.