



ROLES AND RESPONSIBILITIES OF TRAINING FOR THE MENTOR PROFESSIONAL, 3 YEAR APPRENTICE AND PGA

<u>Mentor Professional</u>		<u>Apprentice</u>	<u>PGA</u>
1	GENERAL		
1.1	<ul style="list-style-type: none"> • Provide the Apprentice with the support needed to become a PGA Professional. • Be aware of all rules and regulations pertaining to training as per the Apprentice Handbook • Be responsible for all apprentices' 'on the job' training. • Inform PGA of any change in circumstance to him/her and his/her apprentice. • Instruct apprentice on PGA values and etiquette 	<ul style="list-style-type: none"> • Work through the Training Programme and with the Mentor Professional to learn what it means to be a PGA Professional • Be familiar with the rules and regulations as per the Apprentice Handbook. • Take responsibility of own training and education. • Inform PGA of <u>any</u> change to personal circumstances e.g. e-mail address, cell etc. • Learn and abide by PGA values and etiquette 	<ul style="list-style-type: none"> • Deliver the Training Programme, provide support and assess the skills and knowledge of the Apprentice. • Ensure Professionals and Apprentices are fully aware of all their roles and responsibilities. • Provide clear documented information.
1.2	MENTORING		
	<ul style="list-style-type: none"> • Offer the apprentice a supportive relationship • Assist the PGA where necessary 	<ul style="list-style-type: none"> • Use the experience of the mentor pro. • Refer to him/her for advice • Keep mentor pro informed about progress 	<ul style="list-style-type: none"> • Ensure mentor is familiar with his obligations • Keep mentor pro informed about the apprentice's progress.
1.3	Finances		
	<ul style="list-style-type: none"> • Ensure apprentice understands about fees and payment thereof 	<ul style="list-style-type: none"> • Understand what fees are due • Ensure payment plan is in place 	<ul style="list-style-type: none"> • Communicate fees owing and payment plan • Assist with putting payment plan in place



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2	PGA DIPLOMA		
2.1	DISTANCE LEARNING		
	<ul style="list-style-type: none"> • Ensure apprentice has read work prior to residential • Encourage Apprentice to work regularly through material • Check progress monthly • Provide opportunities to discuss issues • Direct Apprentice to other support where needed 	<ul style="list-style-type: none"> • Be familiar with study material before attending residential • Work through Distance Learning Material regularly in own time and develop understanding of topics and concepts • Ensure do not fall behind monthly schedule • Discuss issues with significant others (Professional, Colleagues, experts etc) • Use support provided where needed 	<ul style="list-style-type: none"> • Provide Distance Learning Material in a format that is user friendly, informative, relevant and challenging • Create opportunities within work for reflection and discussion • Provide a support network.
2.2	RESIDENTIALS		
	<ul style="list-style-type: none"> • Give Apprentice time off with pay to attend residential • Ensure Apprentice is prepared for Residential • Check Apprentice is up to date • Ensure Apprentice understands obligations of Residential • De brief after residential 	<ul style="list-style-type: none"> • Check PGA schedule on website well in advance for dates of Residential • Advise mentor Professional of date of residential. • Be prepared for and understand obligations of residential. • Follow the dress code required at PGA functions and events. • Have payment plan in place prior to residential attendance. 	<ul style="list-style-type: none"> • Post dates on website well in advance. • Provide appropriate learning programme, venue, food and refreshments. • Ensure Staff Tutors are well prepared and understand material • Prepare presentations, handouts and resources • Maintain a supportive learning environment and deal with any disruptive elements
2.3	ASSIGNMENTS		
	<ul style="list-style-type: none"> • Where appropriate broadly discuss topic with Apprentice • Ensure (as far as reasonable) that assignment is the Apprentice's own work • Check to see that apprentice is up to date with the assignment and submits it timeously. 	<ul style="list-style-type: none"> • Complete assignments to best of their ability • Follow rules of collusion and plagiarism • Discuss assignment with mentor professional • Submit on time. • Copy mentor professional when e mailing assignment to PGA 	<ul style="list-style-type: none"> • Set assignments in accordance with module guidelines and learning outcomes • Ensure questions set are logical and can be reasonably answered in work length • Provide suitably qualified and experienced markers and verifiers



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			<ul style="list-style-type: none"> • Mark and verify assignments • Provide mark and comprehensive feedback to both apprentice and mentor professional.
2.4	EXAMINATIONS		
	<ul style="list-style-type: none"> • Give Apprentice time off with pay to attend exams • Encourage Apprentice to prepare thoroughly for exams 	<ul style="list-style-type: none"> • Check PGA schedule on website well in advance for dates of exams. • Prepare thoroughly for exams • Book time off to attend exams • Attend exam venue and be on time for each exam • Follow all exam procedures and rules • Discuss results with Professional 	<ul style="list-style-type: none"> • Provide an appropriately equipped exam venue • Inform well in advance of dates and venue • Prepare exams according to module and learning outcomes • Ensure all exams are fair and relevant. • Provide suitably qualified and experienced examiners, markers and verifiers • Ensure exams are run in a professional manner • Mark, verify and return results within published timeframe
2.5	TEACHING ABILITY TEST & CUSTOM FITTING		
	<ul style="list-style-type: none"> • Instruct and assist apprentice with giving of lessons • Make sure that apprentice is ready for TAT. • Do not allow apprentice to give lessons unless the teaching ability test has been passed. 	<ul style="list-style-type: none"> • Prepare for teaching ability test. • Be confident you can give a lesson before booking for teaching ability test. • The TAT must be done within 6 months of joining the PGA • Year 1 student book their own appointment • Year 3 students contact PGA to book TAT 	<ul style="list-style-type: none"> • Provide suitably trained assessors. • Maintain a record of who has passed.
2.6	WORK EXPERIENCE		
	<ul style="list-style-type: none"> • Over the three year apprentice training period, provide environment and opportunities for Apprentice to gain suitable experience in: <ul style="list-style-type: none"> ○ Retail & Customer service ○ Repairs, Custom fitting ○ Teaching and coaching ○ Rules & Tournament organisation. 	<ul style="list-style-type: none"> • Gain experience in: <ul style="list-style-type: none"> ○ Retail ○ Customer service ○ Repairs, Custom fitting ○ Teaching and coaching ○ Rules & Tournament organisation and management 	<ul style="list-style-type: none"> • Ascertain eligibility of Mentor professional and venue • Maintain a database of eligible PGA Training Professionals • Update and amend this database as necessary • Provide Mentor support • Provide log books



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	<ul style="list-style-type: none"> Develop the skills of the Apprentice in all areas of the Profession over the training period Discuss the Apprentice's performance and areas that need improvement Maintain the working environments appropriate for each aspect Keep abreast of developments and enable Apprentice to develop understanding Insist on Professional standards at all times including but not limited to appearance and grooming, time keeping, inter-personal skills, language Sign off log books where applicable 	<ul style="list-style-type: none"> Strive to continuously develop skills in all areas of the profession Discuss personal performance with training Professional and seek to improve where needed Use own time to improve skills and experience Look for opportunities to advise on new practices Maintain Professional standards at all times including but not limited to appearance & grooming, time keeping, inter-personal skills, language Complete log books where applicable 	
3	3.1	EXTRA WORKSHOPS & SEMINARS	
	<ul style="list-style-type: none"> Encourage Apprentice to attend workshop & seminar sessions Give Apprentice time off with pay to attend additional workshops & seminars Discuss workshops & seminars and Apprentice's progress after event 	<ul style="list-style-type: none"> Prepare for workshops & seminar sessions Book time off with Professional giving plenty of notice Discuss workshop & Seminar content with Professional 	<ul style="list-style-type: none"> Deliver a structured workshop & seminar that meets the outcomes of the qualification Provide tutors who have the skills and qualities appropriate to their position Provide a suitable environment for learning
	3.2	COACHING PRACTICE	
	<ul style="list-style-type: none"> Instruct apprentice on coaching Develop Apprentice's involvement in coaching sessions in a structured way As Apprentice's skills and experience develop give more responsibility in coaching sessions Observe Apprentice coach and give constructive feedback Allow apprentice to observe a variety of coaches Sign off log book where applicable 	<ul style="list-style-type: none"> Become involved in coaching first as an Assistant coach and gradually take more responsibility for sessions When appropriate and with agreement of Professional coach individuals and groups Observe a range of coaches and coaching sessions Integrate theory of coaching as per academic material with practice Get log book signed off when applicable 	<ul style="list-style-type: none"> Provide instruction on coaching Provide a log book to record details of coaching sessions



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3.4	TOURNAMENT/EVENT ORGANISATION – PRACTICAL ASSESSMENT		
	<ul style="list-style-type: none"> Encourage Apprentice to prepare for assessment Give time off to Apprentice with pay to prepare and deliver practical component Provide guidance where necessary 	<ul style="list-style-type: none"> Attend all compulsory organisational meetings in preparation for practical component Maintain contact with group Do preparatory work for tournament. Participation on the day of event Learn from feedback 	<ul style="list-style-type: none"> Provide material and overview of requirements and expectations. Provide marketing assistance to the member base to inform of new event where possible Provide suitable and trained assessors and verify according to the learning outcomes Maintain an objective assessment of the group's skills Ensure the assessment is fair and free from bias Give group feedback
4	PROTECTING CHILDREN IN SPORT		
	<ul style="list-style-type: none"> Advise Apprentice on dealing appropriately with children Ensure Apprentice carries out duties with children in an appropriate manner 	<ul style="list-style-type: none"> Keep up to date with best practice Always deal with children in an appropriate manner 	<ul style="list-style-type: none"> Record completion of course
5	TOURNAMENT PLAY		
5.1	Practice and Preparation		
	<ul style="list-style-type: none"> Encourage and monitor Apprentice's practice and preparation for tournaments Provide appropriate support and advice Identify coaching support where necessary 	<ul style="list-style-type: none"> Make time to practice to improve performance in tournaments Prepare in a Professional way for each tournament Seek appropriate support to develop performance 	



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5.2	Playing		
	<ul style="list-style-type: none"> Encourage Apprentice to play in required number of PGA events each year Help Apprentice to identify and enter appropriate events Allow Apprentice to book time off (without pay) to play in events Book courtesy rounds for Apprentice Ensure that the Apprentice has access to a playing facility Ensure Apprentice is aware of PGA standard and of Code of Conduct when playing in Pro am events 	<ul style="list-style-type: none"> Enter and play in required number of rounds each year Discuss entries with Professional and book time off (without pay) to play Book any courtesy rounds through Professional and observe etiquette at all times Play in a manner appropriate for a PGA Professional Maintain a level of playing standard by regular participation which is equal to or higher than entry standard for the PGA Training Programme 	<ul style="list-style-type: none"> Provide sufficient tournaments through the PGA at National and Regional level for Apprentice Monitor Code of conduct and Dress Code requirements
5.3	Scores and Record Cards		
	<ul style="list-style-type: none"> Monitor Apprentice scores Provide appropriate support and encouragement Ensure record cards are completed and returned to Head Office 	<ul style="list-style-type: none"> Discuss scores with Professional Submit cards to Head Office by deadline date 	<ul style="list-style-type: none"> Receive, verify and record scores.

I HAVE READ AND AGREE TO ABIDE BY THE ROLES AND RESPONSIBILITIES AS SET OUT IN THE ABOVE DOCUMENT.

PGA PROFESSIONAL: NAME: _____ **SIGNED:** _____ **DATE:** _____

APPRENTICE : NAME: _____ **SIGNED:** _____ **DATE:** _____