



# SAGIC

## South African Green Industries Council

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## MENTOR & LEARNER GUIDELINES

Dear Mentors,

Firstly, thank you for your dedication and commitment in training your staff and embracing learning opportunities! SAGIC has had a huge response to its training programmes and we look forward to the journey together with you and your learner/s! This will make a significant impact on upskilling the green industry! This is a short summary to remind you of the roles and responsibilities of the mentors and learners.

The role and responsibility of the **mentor** is as follows:

- ✓ Give guidance and support to the learner(s) in the session (yes, mentors need to be present in the training session) and available afterwards.
- ✓ Co-ordinate the work-place experience tasks given and assist in making these relevant to your organization's context.
- ✓ Coach learner(s) on how to do the work-place experience tasks given at the end of each session.
- ✓ Identify opportunities within the organization where what is learnt in the course can be applied.

The role and responsibility of the **learner(s)** are as follows:

- ✓ Come prepared to participate in each session.
- ✓ Undertake the work-place experience tasks and submit these timeously.
- ✓ Gain a thorough knowledge of work activities in the workplace.

Please take note of the following:

- ✓ Each session is short, focused, and to the point, dealing with only actual on the job experiences!
- ✓ Mentors as well as learners are to attend each session.
- ✓ Pen and paper are to be always handy.
- ✓ All notes and worksheets will be sent after the session which will enable the learner to internalize and practice what has been dealt with in the session – remember that practice makes perfect!
- ✓ Learners are to attend sessions and complete ALL the work-place experience worksheets in order to receive a certificate of attendance.

Please do not hesitate to contact SAGIC on [admin@sagic.co.za](mailto:admin@sagic.co.za) or Dr. Di Goodwin on [training@sagic.co.za](mailto:training@sagic.co.za) at any time regarding this training. We look forward to embarking on the SAGIC Training Programme of 2023 with you!

Yours sincerely,

Dr. Di Goodwin  
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