AI in Apprenticeship mentoring

Resource Library

Practical resources for company mentors and their trainers

A companion to *Supporting Work-Based Mentoring with AI: A Guide for Trainers and Company Mentors*

English edition | Version 3.0 | October 2026

Developed within the AI in Apprenticeship Mentoring project

Project reference: 2024-1-BG01-KA220-VET-000247196

Website: https://ai-mentoring.eu/

Project partnership:
Bulgarian Industrial Association
Modern Education Foundation
TRIBEKA Training Lab
New Mindset Coaching and Training
CuratedAI

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

About this Resource Library

Artificial intelligence can help mentors prepare learning activities, explain unfamiliar concepts and structure feedback. Using it effectively requires practical skills and sound judgement about the tools, information and tasks involved.

This Resource Library brings together 34 selected resources to support that work. It complements the project handbook, *Supporting Work-Based Mentoring with AI: A Guide for Trainers and Company Mentors*, with access to courses, practical guidance, competence frameworks, research and digital tools.

Who it is for

The Library is intended primarily for **company mentors supporting apprentices** and **trainers who prepare mentors for this role**. It can also support VET staff coordinating workplace learning and HR or learning and development professionals involved in mentoring.

Company mentors can use the resources to address specific challenges across preparation, induction, learning at work and progress review. Trainers can draw on them when designing sessions, selecting further reading or preparing practical activities.

What you will find

The resources are grouped into five thematic areas, preceded by a link to the project handbook:

- **AI literacy and prompting**
- **Apprenticeship mentoring, skills and inclusion**
- **Responsible use, privacy and regulation**
- **Practical tools and organisational examples**
- **Research, industrial examples and further reading**

How to use it

Browse the tables by topic and **click a resource title to open it**. Each entry provides a short description, identifies the provider and indicates the available languages and access conditions.

Most resources are available in English, with some offering additional language versions. Many are freely accessible; commercial services are clearly identified. Choose resources that fit your learning purpose, workplace context and organisational requirements.

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AI IN MENTORING

Co-funded by the European Union

Project handbook

Resource	Description	Provider language and access
1. Supporting Work-Based Mentoring with AI	The project's main guide for trainers and company mentors. Covers AI literacy, ethics and practical support across preparation, induction, implementation and evaluation.	**AI in Mentoring partnership** English, Bulgarian, French and Spanish Free PDF

AI literacy and prompting

Resource	Description	Provider language and access
2. Elements of AI	Free introductory course explaining AI, machine learning and their limitations. A useful starting point for mentors without a technical background.	**University of Helsinki and MinnaLearn** English and other languages Free course; registration may be required
3. Guidance for generative AI in education and research	Guidance on using generative AI in education, including human oversight, inclusion, privacy and institutional policies.	**UNESCO** English and other editions Free publication
4. AI competency framework for teachers	Framework for planning educator development in AI foundations, ethics, pedagogy and professional learning. Useful for trainers of company mentors.	**UNESCO** English and other editions Free framework
5. AI competency framework for students	Framework for helping learners understand AI, use it responsibly and critically assess its outputs.	**UNESCO** English and other editions Free framework
6. The AI Fluency Framework	A one page framework for deciding what to delegate to AI, writing clear instructions, checking outputs and taking responsibility for their use.	**Rick Dakan, Joseph Feller and Anthropic** English Free PDF
7. Write effective prompts to achieve optimal results	Practical learning module on writing prompts using context, goals, sources and expectations. Useful when preparing mentoring plans and learning activities.	**Microsoft Learn** English Free learning module; optional account for tracking

Apprenticeship mentoring skills and inclusion

Resource	Description	Provider language and access
8. Inclusive work based learning environments	Practical guidance on supportive placements, apprentice inclusion, company trainers, communication and conflict resolution.	**Cedefop** English; website translation options Free guidance
9. ILO Toolkit for Quality Apprenticeships Volume 2	Comprehensive practitioner toolkit for developing, implementing, monitoring and evaluating apprenticeship programmes.	**International Labour Organization** English; check publisher for other editions Free toolkit
10. EMCC competence framework	Professional mentoring and coaching competence framework covering relationships, self awareness, goal setting, learning and evaluation.	**EMCC Global** English Free PDF
11. European Skills Competences Qualifications and Occupations	Multilingual database of occupations and skills. Useful for describing learning goals, discussing skills and exploring occupational pathways.	**European Commission ESCO** Multilingual Free database
12. Test your digital skills	Online assessment of general digital skills with feedback on strengths and development needs. It is not a dedicated AI literacy test.	**Europass European Commission** Multilingual Free online assessment
13. Universal Design for Learning Guidelines	Guidelines for making learning accessible through different forms of engagement, explanation and demonstration. Useful when adapting apprentice materials.	**CAST** English and selected translations Free guidelines
14. Web accessibility tutorials	Practical tutorials on accessible headings, links, images, tables and digital content. Useful for preparing online learning materials.	**World Wide Web Consortium Web Accessibility Initiative** English and selected translations Free tutorials

Responsible use privacy and regulation

Resource	Description	Provider language and access
15. Guidelines on the ethical use of AI and data in teaching and learning	Official guidance for educators on the opportunities, risks and ethical use of AI and learner data.	**European Commission European Education Area** English and other language options Free guidance
16. AI literacy questions and answers	Official questions and answers on AI literacy and organisational training. Consult the current page for updated guidance.	**European Commission AI Office** English and EU language options Free official guidance
17. EU Artificial Intelligence Act	The primary EU AI legislation. Relevant when considering AI uses in vocational training, assessment, recruitment and workplace management; check the current consolidated text.	**European Union EUR Lex** EU languages Free legislation
18. Data protection guide for small business	Practical guidance on personal data, responsibilities, security and individual rights. Useful before processing apprentice information with AI.	**European Data Protection Board** Multilingual Free guidance
19. AI Risk Management Framework	Framework and supporting resources for identifying and managing AI risks. Useful for organisations planning a structured trial.	**United States National Institute of Standards and Technology** English Free framework and resources

Practical tools and organisational examples

Resource	Description	Provider language and access
20. Source based notebooks and research assistance	Official guidance on source based notebooks that answer questions from selected documents and provide citations. Useful for exploring approved induction materials; verify every answer.	**Google** English help page; multilingual service Free guidance; eligible account required for service
21. Copilot Chat data protection for work or school	Official guidance on data protection when using Copilot Chat with a work or school account. Useful for checking the actual account arrangement.	**Microsoft Support** English help page Free guidance; product access depends on account
22. Google Gemini	General purpose AI assistant identified in the handbook. Consider for drafting generic learning activities, explanations and fictional mentoring scenarios.	**Google** Multilingual Account and plan conditions apply
23. Mistral AI deployment options	Information on AI models and hosted or local deployment options. Useful for organisations comparing control over data and infrastructure.	**Mistral AI** English Free provider information; commercial deployment options
24. DeepL Translator	Translation service for preparing multilingual explanations and glossaries. Technical and safety content needs review by a competent person.	**DeepL** Multiple language pairs Free and paid options
25. Mentimeter	Interactive polls, questions and quizzes for mentor training sessions and group learning activities.	**Mentimeter** Language support varies Free and paid plans; account required to create sessions
26. Leapsome	Commercial HR and people development platform with feedback, reviews, goals, competencies and learning functions. An organisational example, not a purchase recommendation.	**Leapsome** English provider page Paid platform; free product information

Resource	Description	Provider language and access
27. BetterUp	Commercial coaching and development platform combining human and AI related services. Useful for exploring organisational coaching approaches.	**BetterUp** English provider page Paid service; free product information
28. A checklist for evaluating AI in HR	Vendor authored checklist with questions on fairness, explainability, human oversight and validation when evaluating AI in HR.	**Eightfold AI** English Free vendor checklist

Research industrial examples and further reading

Resource	Description	Provider language and access
29. Labor market impacts of AI	Research on AI exposure and labour market effects. Useful for discussions about changing tasks and skills; findings do not predict an individual apprentice's future.	**Maxim Massenkoff and Peter McCrory Anthropic** English Free research article; 5 March 2026
30. Skills intelligence	European evidence on occupations, skill needs and labour market trends. Useful for updating mentoring goals and discussing further development.	**Cedefop** English; translation options Free evidence tool
31. AI and asset management in energy and utilities	Industrial examples of AI supported condition monitoring and asset management. Complements the supplied Industrial AI presentation; vendor information.	**IBM Maximo** English Free vendor information; commercial software
32. AI tools for HR in 2025	Bulgarian language overview of AI applications in HR and people development. Published in 2025; verify current product claims with providers.	**LS S Leadership Support** Bulgarian Free article; published in 2025
33. Eight AI tools every HR specialist should know	Bulgarian language introduction to HR tools. Published in 2023; retain as background reading rather than a current recommended tools list.	**eHR blog** Bulgarian Free article; published in 2023

Resource	Description	Provider language and access
34. Five teacher tested AI tools for beginners	Practical article introducing classroom AI tools for feedback, content adaptation and assessment preparation. Adapt examples to workplace learning.	**Eric Curts Edutopia** English Free article; published in 2025

Putting the resources to work

The AI in Apprenticeship Mentoring project set out to strengthen the capacity of company mentors and their trainers to use artificial intelligence in work-based learning. Its purpose extends beyond familiarity with digital tools: it is about helping mentors make informed choices, support apprentices' development and respond to changing skill needs in the workplace.

This Resource Library supports that purpose by providing routes for continued learning and practical application. Together with ***Supporting Work-Based Mentoring with AI: A Guide for Trainers and Company Mentors***, it offers a foundation that mentors, trainers and VET organisations can return to as their needs and experience develop.

From the Guide to everyday mentoring

The Guide provides the learning framework: understanding AI, considering its ethical implications and applying it across preparation, induction, implementation and evaluation. The Library extends that framework with training presentations, courses, practical guidance, research and tools that readers can explore for a particular task.

For company mentors, that task may be preparing an apprentice's first week, explaining a difficult concept, adapting an activity or organising feedback. The resources offer starting points that can be tailored to the occupation, workplace and learner. Their value comes from helping mentors provide clearer guidance, create meaningful opportunities to practise and give apprentices the support they need to progress.

For trainers of company mentors, the collection supports the design of relevant learning experiences. Resources can be used to introduce a topic, demonstrate an application, examine a dilemma or support independent study. Linking them to the Guide helps trainers maintain a coherent learning process while adapting examples and activities to different sectors and levels of AI experience.

Keeping professional judgement at the centre

Effective mentoring depends on knowing the work, understanding the apprentice and building a relationship in which questions, feedback and learning are welcome. AI can assist with preparation, explanations and routine tasks. The mentor remains responsible for checking accuracy, protecting information and deciding what is appropriate in the workplace.

The same principle applies to training. A useful AI activity should have a clear learning purpose and give participants opportunities to question, compare and improve what a tool produces. Confidence grows through practice and reflection, supported by an understanding of both the possibilities and the limitations.

Continuing beyond the project

The lasting contribution of the project will be seen in how its results are used: in better prepared mentors, more relevant training and apprentices who receive thoughtful, responsive support. The Guide and Resource Library provide a shared basis for that continued work, within the partnership and across the wider VET community.

Start with a real mentoring need. Select a relevant resource. Adapt it, check it and use it with the apprentice. Reflect on what improved, and carry that learning into the next mentoring conversation.

The future of apprenticeship will be shaped by mentors who keep learning and help others discover what they can become.