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Provider



Learning and  
Skills Mentor  
Level 4

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 Apprenticeships

 **FAREPORT**  
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# Learning and Skills Mentor

**Level: 4**

**Duration:** 14-16 Months

## **Entry Requirements:**

- This course is aimed at those working in medium to large employers to advise, guide and supervise learners of all ages, and all levels, to develop within a new work role. These learners may be, for example, apprentices, trainees or new recruits (ranging from young entrants, to new CEOs)
- You should work with providers and colleagues to plan and implement structured learning and work experience
- You will review learners' progress and evidence achievement
- You will liaise with relevant colleagues to support learners' action plans

## **Overview:**

Learning and Skills Mentors support the development of learners' knowledge, skills and behaviours, throughout their programme, particularly in applying theoretical learning in practical work environments (and usually on a one-to-one, or small group, basis). They give practical, technical and/or pastoral support and guidance.

## **Qualifications Achieved:**

- Learning and Skills Mentor Standard
- Functional Skills English Level 2
- Functional Skills Maths Level 2

## **Key Topics:**

- The roles and responsibilities of a mentor, understanding the organisational and professional boundaries, legal and ethical requirements, including safeguarding
- How to establish and manage a mentoring contract
- How to plan for mentoring sessions and review and revise action plans
- Mentoring theory and models, including maintaining good practice and protocols within the mentoring relationship

## **Assessment Methods:**

A variety of assessment methods will be used to demonstrate knowledge and competence:

- Workbook
- Assignment
- Product evidence
- Observation
- Presentations
- Discussion
- Witness testimony
- Reflective account
- Verbal Questioning

## **End Point Assessment**

End point assessment or "EPA" has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. EPA will consist of the below activities:

- Learner and Skills Mentor Observation followed by Question and Answer
- Professional Discussion underpinned by Portfolio of Evidence