

4

Course Code
ST1379

Total Apprenticeship Duration

15 Months

- On-Programme
12 months
- Assessment Window
3 months

Recommended EPA Organisation
Steadfast EPA



Overview

Apprenticeship Standard LEARNING & SKILLS MENTOR LEVEL 4

This occupation's role is to support individuals and groups to aid their learning and development towards agreed goals. In order to achieve this high level of mentoring practice, they will work within ethical and legal frameworks. During the mentoring process, they will collaborate with stakeholders to provide an inclusive experience that meets the needs of the mentee. Throughout their mentoring career and within their specific fields, they will be committed to professional development and reflective practice. As part of their organisation,

they usually serve as the knowledgeable other. They may mentor in person or remotely, depending on the environment or location.

It is possible for an employee in this occupation to interact with professionals at any level of the organisation and industry in their daily work, including supervisors, managers, trainees, other practitioners and, if needed, internal/external professionals to assist in meeting the individual needs of the mentee.

A Learning & Skills Mentor will support the progression of the mentee throughout the mentor relationship and within ethical and legal parameters. Supporting the mentee's progress and ensuring best practice is developed and maintained may require them to collaborate with a wide range of stakeholders. Completion of their own work to the required specification, ensuring deadlines are met with minimal supervision, may be one of the mentor's responsibilities.

Course content

Knowledge

- Mentoring theory and models
- Methods of communication
- Questioning and listening techniques
- Theories and models of evaluation
- Sustainable mentoring practice
- Organisational and legal requirements

Skills

- Implement established mentoring tools and techniques
- Maintain records of mentoring and mentoring contracts
- Assess and review progress and achievement mentoring outcomes
- Reflect on own mentoring practice, including feedback, to develop self
- Apply evidence-based mentoring practice informed by own research

Behaviours

- Demonstrate and promote sustainable practices
- Work to ethical and legal standards within professional boundaries
- Be resilient and adaptable when dealing with challenge/change, maintain focus and self-control
- Demonstrate and encourage mutual respect, displaying a deep understanding of Equality & Diversity
- Committed to improving own professional practice

Entry requirements

Individual employers may set their own entry requirements. However, to meet portfolio requirements, the individual must have a relationship with at least 2 mentees. The apprentice must already be employed for over 16 hours per week.

Candidates must have already achieved Maths & English at Level 2 prior to completing the end-point assessment. We will support with Maths & English if they the minimum requirement has not already been achieved.



On-programme development & training

Using the **OneFile** online portfolio, candidates will compile evidence demonstrating occupational skills, knowledge & behaviours; underpinning the confidence and competence gained in all aspects of the standard. The portfolio will demonstrate exemplar practice by the candidate and include evidence of the relationship between the candidate and their mentees (e.g. mentoring contracts,

planning documents, mentoring logs and reflective logs).

We will support you with one-to-one workplace visits and remote sessions. These elements will all contribute to the candidate's off-the-job training requirements. HOET will work with the employer and candidate to develop a training and development plan to enable

the remaining requirements to be met.

Candidates will be supported with mock End-Point Assessments (EPA) which will include practical observations, Q&A sessions and a professional discussion. Development feedback will be provided at the end of these mocks to ensure candidates are given the support required to achieve EPA.

Gateway, Assessment Window & EPA

Gateway & Assessment Window

Gateway is confirmed once the employer agrees that the candidate is working at or above the level required of the Standard. The employer must confirm that they think the apprentice is working at or above the occupational standard as a Learning & Skills Mentor and has the evidence required to pass the Gateway. The candidate will then progress into their assessment window. During this time, further mock assessments will be completed. Candidates will be required to submit their portfolio of evidence to the EPA organisation. A planning meeting will be held to finalise EPA preparations.

End-point assessment

EPA is completed on the date we agree with the candidate and employer; this is usually within 8 weeks of entering Gateway and is finalised once all the required documentation has been submitted. The first assessment method comprises an observation with questioning, one 'live' 30-minute mentoring session and two 30-minute recordings of mentoring sessions (completed post-Gateway). In these recordings, the mentor and the mentee must be visible. 1-to-1 or group mentoring is acceptable, depending on the candidate's normal practice. Questions will be asked after the observation, meaning the total assessment time for this element is 2 hours.

The second assessment method is a professional discussion lasting 1 hour, underpinned by a portfolio of evidence which candidates will build and submit whilst on-programme. This is a formal two-way conversation. Candidates will be allowed to refer to and illustrate their answers.

All elements of the EPA are combined to determine the EPA grade according to guidance in the assessment plan. This takes up to 3 weeks.

The recommended EPA organisation for this Standard is **Steadfast EPA**.



INFORMATION



ADVICE & GUIDANCE



RECRUITMENT SUPPORT



INDUCTION



ON-PROGRAMME LEARNING



EPA PREPARATION



EPA



PROGRESSION ROUTES



Employer & learner satisfaction



of Employers would recommend us*



of Apprentices would recommend us*

* From our 2020-2021 Employer & Apprentice Survey