

LEARNING AND SKILLS MENTOR LEVEL 4



Blended learning



Course duration

12 months (15 months with apprenticeship assessment)



EPA Organisation

Steadfast



Training time

28 sessions



Funded learning

Funded via the Apprenticeship Levy



Apprenticeship level 4

OVERVIEW

A Learning and Skills Mentor supports individuals or groups to develop their knowledge, skills, and behaviours, helping them achieve agreed learning and development goals. Working within ethical, professional, and legal frameworks, they provide inclusive mentoring tailored to the needs, circumstances, and aspirations of each mentee.

Mentors act as the “knowledgeable other” within their organisation, offering guidance, feedback, and encouragement to support mentees’ progression. They may mentor in person or remotely, depending on the environment, and collaborate closely with a wide range of stakeholders, including colleagues, supervisors, managers, trainees, and external professionals, to ensure effective learning outcomes.

In their role, mentors are responsible for planning and structuring mentoring sessions, monitoring progress, and adapting approaches to meet the individual needs of mentees. They are committed to reflective practice, continuous professional development, and maintaining high standards of mentoring, ensuring that best practices are consistently applied.

Mentors also demonstrate strong personal accountability, completing their own work to required specifications and deadlines, while fostering an environment that encourages confidence, growth, and independence in learners. Through their expertise and support, they enable mentees to achieve success and contribute effectively to their organisation or sector.

WHAT TO EXPECT

- As an apprentice, you will have approximately 28 educator sessions throughout the duration of your apprenticeship.
- You will see your educator every 2 weeks for your online sessions, these appointments will be there to discuss your progress, assign you tasks and prepare you for your apprenticeship assessment.

ENTRY REQUIREMENTS

Individual employers may set their own entry requirements. The apprentice must already be employed for over 16 hours per week.

- If a candidate is 16-18 they must have achieved maths and English at Level 2 prior to completion of the course, this is something that can be completed with us if needed.
- If a candidate is 19+ and hasn’t achieved in Maths and English GCSE before enrolling, it is up to the employer to decide whether these qualifications should be attempted.
- The candidate must be employed in a suitable role.

TYPICAL JOB ROLES

- Learning Mentor
- Skills Development Coach
- Workplace Mentor
- Education and Training Mentor
- Apprenticeship Mentor

COURSE CONTENT

Mentoring Knowledge

Understand mentoring theories, models, frameworks, and evaluation techniques. Apply effective communication, questioning, and listening skills, and work within legal and organisational requirements.

Mentoring Practice

Implement mentoring tools and techniques, maintain accurate records, monitor progress, and apply evidence-based approaches to support mentees' development.

Reflection & Development

Reflect on personal mentoring practice, act on feedback, and engage in continual professional development to enhance skills and knowledge.

Professionalism & Ethics

Work ethically within professional boundaries, promote equality and diversity, and maintain resilience, adaptability, and self-control when facing challenges.

Sustainable Practice

Promote and embed sustainable approaches within mentoring activities, considering long-term impact and responsible use of resources.

EMPLOYER & LEARNER SATISFACTION

97%

of Apprentices would recommend us*

99%

of Employers would recommend us*

APPRENTICESHIP ASSESSMENT

The apprenticeship assessment includes:

- An observation at the apprentices workplace with questioning lasting 2 hours. Including:
 - One live 30 minute mentoring session.
 - Two 30 minute recording of mentoring sessions.
 - 30 minutes of questioning.
- A 60 minute professional discussion underpinned by a portfolio of evidence.

“THE APPRENTICESHIP HELPED PULL TOGETHER MY EXISTING SKILLS, KNOWLEDGE AND BEHAVIOURS, AND BUILD ON THEM, IT’S GIVEN ME CONFIDENCE AND SHOWN ME WHAT I’M CAPABLE OF. THE TRAINING WAS WELL PLANNED AND PROFESSIONALLY DELIVERED,”

