



Learning and Skills Mentor

Apprenticeship Standard

This Level 4 Apprenticeship will equip you with the knowledge, skills and behaviours required to work successfully as a mentor supporting individuals and groups in a new work role, with their learning and development.

Suitable for: Supervisor, Mentor, Training Mentor, Team Leader and Manager

Roles and Responsibilities

A Learning & Skills Mentor's role is to support learners of all ages, and all levels, to develop within a new work role.

You will have sector specific experience and qualifications, as determined by your employer or professional body, which you will use to guide and advise those who are less experienced and new to a work role. You will therefore be a 'dual professional' who has both up-to date knowledge and skills in a specialist vocational or subject area, together with the generic skills necessary to support learners. You will be required to support the development of mentees' knowledge, skills and behaviours and work within a range of stakeholders to support the mentee.

On completion, you will have achieved the **Level 4 Learning and Skills Mentor Apprenticeship**.



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Who is it for?

Apprenticeships are open to anyone in England over the age of 16 and not in full time education. Apprenticeships can also be for new or existing employees.



Duration

Between 15-18 months. The first 12-15 months will be 'in learning' where the knowledge, skills and behaviours needed are developed. The final 3 months will be used to complete the EPA.



Delivery

Tutor-led remote and face-to-face training and portfolio building. You will also have observations and training with a consultant.

TOPICS COVERED DURING TRAINING

To develop the knowledge, skills and behaviours required for this standard you will cover topics such as: establishing the mentoring contract, planning, conducting and recording mentoring activities within legal and ethical frameworks including maintaining confidentiality and safeguarding the mentee, communication skills including questioning and listening skills, reflective practices, mentoring models and tools to support the mentee, having awareness of own values and beliefs that can influence the mentor/mentee relationship, providing advice and guidance and knowing when to refer to other professional services.

GATEWAY AND END POINT ASSESSMENT (EPA)

We will work with you and your employer to decide when it is time to start your EPA. You will enter 'gateway' and be prepared and supported by us for the two components. To complete your apprenticeship you have to achieve EPA.

- **Learning & Skills Mentor Observations** - 64% - One live observation of 30 minutes and two 30 minute recordings of mentoring sessions.
- **Professional Discussion supported by a Portfolio of Evidence** - 36% - This is where the independent assessor will clarify and validate your claim in meeting the LSM Standard through ongoing practise, illustrated in the exemplary examples provided in the showcase, mapped or cross-referenced to the Knowledge, Skills and Behaviours.

PROGRESSION OPPORTUNITIES

Depending on the development of your role there are a number of options:

- Level 3 Team Leader/Supervisor
- Level 4 Assessor/Coach
- Level 4 Associate Project Manager
- Level 5 Operations/ Departmental Manager

