



APPRENTICESHIP



CIPD



Linked to our Professional Services Pathway providing career advancement and progression opportunities.

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# LEARNING AND SKILLS MENTOR

The Learning and Skills Mentor Level 4 Apprenticeship is designed for those passionate about fostering growth and development in others. This apprenticeship covers an array of pertinent topics such as mentoring methodologies, effective communication techniques, understanding learner needs, and creating conducive environments for growth.

On successful completion of this apprenticeship, apprentices will have an enriched understanding of the art and science of mentoring. They will be proficient in guiding learners in diverse settings, adeptly addressing individual needs, and ensuring their mentees attain their maximum potential.

As a Learning and Skills Mentor, they will be at the heart of individual growth stories, leveraging their expertise to shape, guide, and inspire learners. With the industry-oriented curriculum of this apprenticeship, they will be well-prepared to move into more specialised roles or delve into the broader realms of learning and development or coaching through the apprenticeship progression routes we offer, continually expanding their horizons and making impactful contributions to the world of education and personal development.



Level 4



£0 to £250

Maximum cost for non-levy employers and micro-businesses



12+ months

Approximate on-programme training (does not include EPA period)



£5,000

Maximum cost/funding for levy employers





## Knowledge

- The roles and responsibilities of a mentor, understanding the organisational and professional boundaries, legal and ethical requirements, including safeguarding
- 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
- Organisational and legal requirements for recording, storing and sharing personal information
- Strategies to assess starting points of the mentee, including potential barriers to development
- Methods of communication to maintain the mentoring relationship and review progress towards agreed outcomes
- Questioning and listening techniques to other professional service
- Opportunities for continuing professional development



## Skills

- Conduct mentoring sessions according to agreed plans
- Implement established mentoring tools and techniques to help the mentee work towards agreed outcomes
- Maintain records of mentoring practice, complying with quality, confidentiality and data protection requirements
- Assess and review progress and achievement of agreed outcomes and revise action plans as appropriate
- Inform, advise and guide the mentee to support development toward agreed outcomes
- Apply theories and models of evaluation and reflection to support mentee development
- Monitor and reflect on own mentoring practice, including feedback from supervision, to develop self



## Behaviours

- Demonstrate and promote sustainable practices with mentee
- Work to ethical and legal standards within professional boundaries
- Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control
- Demonstrate and encourage mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies
- Committed to improving their own professional practice in relation to mentoring

## ENROLMENT TIMELINE



CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME

# LEARNING AND SKILLS MENTOR ROADMAP

Modules are delivered holistically through-out the programme.

17+ months

12+ months

5+ months

| Module 1                                   | Module 2                               | Module 3                   | Module 4               | Module 5                              | Module 6              | Module 7                                     | Module 8                       | Module 9  | Module 10   | Module 11                     | Module 12                                 | End-Point Assessment   |
|--|--|----------------------------|------------------------|---------------------------------------|-----------------------|--|--------------------------------|---|---|-------------------------------|---|--|
| Apprenticeship Induction                   | Reflective & Evaluation Practice (K12) | Personal Development (K14) | Communication (K7, K8) | Initial Assessment of the mentee (K6) | Mentoring theory (K4) | Starting the mentoring relationship (K2, K3) | Giving effective feedback (K9) | Sustainable mentoring practice part 1 (K5, K10, K11, K13, K15, K16) | Sustainable mentoring practice part 2 (K5, K10, K11, K13, K15, K16) | EPA preparation (observation) | EPA preparation (Professional Discussion) | <br>Workbased project<br>Presentation based on learning journal<br><b>ASSESSMENT</b><br>-<br><b>LIVE ASSESSMENT</b><br>Observation<br>Professional Discussion |
| <b>INDUCTION</b>                           | Online Masterclass                     | Online Masterclass         | Online Masterclass     | Online Masterclass                    | Online Masterclass    | Online Masterclass                           | Online Masterclass             | Online Masterclass  | Online Masterclass  | Online Masterclass            | Online Masterclass                        |  |
| KSBs                                       | KSBs                                   | KSBs                       | KSBs                   | KSBs                                  | KSBs                  | KSBs   | KSBs                           | KSBs  | KSBs  | KSBs                          | KSBs                                      |  |
| Preparing for your apprenticeship training |  |                            |                        |                                       |                       |  |                                |   |   |                               |   |  |
| 1-2-1 tutor review                         | 1-2-1 tutor review                     | 1-2-1 tutor review         | 1-2-1 tutor review     | 1-2-1 tutor review                    | 1-2-1 tutor review    | 1-2-1 tutor review                           | 1-2-1 tutor review             | 1-2-1 tutor review  | 1-2-1 tutor review  | 1-2-1 tutor review            | 1-2-1 tutor review                        | <b>EPA GATEWAY</b>   |

Formal review every 8-12 weeks

0 - 6 months Functional Skills based on Prior Qualifications and Assessment results

