

Learning and skills Mentor

Overview

This occupation is found in the public, private and voluntary sectors in national and multinational organisations. The role of the learning and skills mentor can be found in all sectors where training and development is required. For example, but not limited to, healthcare, military, manufacturing, production, business and professional, education, leisure, construction, creative, technology.

The purpose of the learning and skills mentor occupation is to support individuals and groups with their learning and development towards agreed goals. They will do this by working within ethical and legal frameworks to ensure a high standard of mentoring practice. They will work collaboratively with stakeholders to inclusively meet the individual needs of the mentee. They will be committed to their own professional development and reflective practice as a mentor and within their sector.

The learning and skills mentor will be responsible for the mentor relationship with the mentee working within ethical and legal frameworks and organisational boundaries to support the progression of the mentee. They may work with a wide range of stakeholders to support the progression of the mentee and ensure best practice is developed and maintained. The mentor may be responsible for completing their own work to specification, with minimal supervision, ensuring they meet set deadlines.

Topics covered

- ✓ Effective practice in providing accurate and relevant advice and guidance
- ✓ Methods of communication to maintain the mentoring relationship and review progress towards agreed outcomes
- ✓ Methods for providing feedback to inform progression
- ✓ The roles and responsibilities of a mentor, understanding the organisational and professional boundaries, legal and ethical requirements, including safeguarding
- ✓ Mentoring theory and models, including maintaining good practice and protocols within the mentoring relationship
- ✓ Legislation & regulations in relation to mentoring
- ✓ Approaches to sustainable mentoring practice
- ✓ Continuous professional development
- ✓ Quality assurance relating to mentoring environment
- ✓ Motivation, aspiration and passion for learning

Who should pursue this Apprenticeship

This apprenticeship has been designed to Learning and skills Mentor will typically work in an environment in their organisation where they are the knowledgeable other. They will work in a variety of locations and environments where mentoring activity may be undertaken face to face or remotely.

In their daily work, an employee in this occupation may interact with other professionals at any level of seniority in the organisation and the sector, such as: supervisors, managers, trainees, other experienced practitioners and where necessary, internal/external professionals to support meeting the individual mentee needs.

This Level 4 Apprenticeship includes

- ✓ On the job skills training
- ✓ Off the job skills training
- ✓ Portfolio of evidence support and preparation
- ✓ Level 2 Functional skills in English and Maths
- ✓ Planning, Target Setting and Feedback
- ✓ Mock End Point Assessments

- ✓ **End Point Assessment** (after at least 12 months and successful completion of the above)
 - **Observation** followed by questioning
 - **Professional Discussion** underpinned by the **Portfolio of evidence**
 - The overall grade is based on the combination of performance in the assessment activities .

Typical Duration: 13 months

The Learning Mentor could progress further within their vocation specialism and/or into roles involving the assessment and coaching of vocational learners. They may also be eligible to progress onto a full teaching role within an education and training provider organisation.

Rewards Training Recruitment Consultancy Ltd
Belgrave House, Station Way, Crawley,
West Sussex, RH10 1HU

Office Tel: 01293 562651
Sales Tel: 01293 224225

Further information
01293 562651

www.rewardstraining.co.uk
enquiries@rewardstraining.co.uk

