

Learning and Skills Mentor

☆ Level 4 £ £5,000 📅 12 months

1. What the role entails

This role of the Learning and Skills Mentor is found in the public, private and voluntary sectors in national and multinational organisations. Learning and Skills Mentors can be found in all sectors where training and development is required. For example, healthcare, military, manufacturing, production, business and professional, education, leisure, construction, creative and technology etc.

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

They will typically work in an environment within their organisation where they are the knowledgeable other. They will work in a variety of locations and environments where mentoring activity may take place by either face to face or remote sessions. 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 or external professionals to support meeting the individual mentee needs.

2. On-programme assessments

The apprentice must achieve the following on-programme assessment requirements prior to Gateway:

- Level 2 Functional Skills English and maths or equivalent qualifications
- A completed Portfolio of Evidence to underpin the Professional Discussion.

3. Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and the apprentice. The apprentice should only enter Gateway once the employer is content that the apprentice is working at or above the level of the occupational standard.

The apprentice must also have completed all the on-programme elements before they enter Gateway, including submitting a Portfolio of Evidence to underpin the Professional Discussion.

4. End-point assessment

The EPA for Learning Mentor contains two methods of assessment:

Observation with Questioning

The Observation with Questioning allows the apprentice to demonstrate the KSBs mapped to this assessment method during their normal everyday work. The Independent End-Point Assessor (IEPA) will observe one live 30 minute mentoring session. In addition, the apprentice will provide the IEPA with 2 30 minute recordings of mentoring sessions, which will be viewed by the IEPA as part of the Observation with Questioning on the day of the assessment.

Following this, there is a 30 minute questioning session to confirm the understanding of the knowledge, skills and behaviours (KSBs) observed.

Grading: Fail, Pass or Distinction.

Professional Discussion

The Professional Discussion is a structured discussion designed to draw out the best of the apprentice's competence and excellence, and cover the KSBs assigned to this assessment method. It is a two-way discussion which involves both the IEPA and the apprentice actively listening and participating in a formal conversation. The apprentice will utilise their Portfolio of Evidence throughout to provide evidence of their practice during the Professional Discussion. The assessment duration is 60 minutes.

Grading: Fail, Pass or Distinction.

5. Grade aggregation table

Observation with Questioning	Professional Discussion	Overall grading
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

A Fail in any assessment method will result in a Fail for the entire EPA.

6. Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPAs, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

7. What next?

Once qualified, the apprentice may choose to progress to a Level 5 Learning and Skills Teacher apprenticeship.

Why NCFE?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education, Social Care, Business and Digital apprenticeship standards. NCFE offers flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support.