

Learning & Skills Mentor

Level 4



1 What the ROLE ENTAILS

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.

They 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.

2 On-programme ASSESSMENT

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths
- A Portfolio of Evidence
- Confirmation from the employer that the apprentice is consistently operating at the level required.

3 Gateway REQUIREMENTS

The employer, training provider and the apprentice make the decision that the apprentice is ready to go through Gateway.

Training providers registered with us for this EPA will have access to a wide range of resources to support preparing the apprentice for their assessment. The apprentice will also have access to a range of materials and resources via EPA Pro.



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4 End Point ASSESSMENT

EPA element 1:

Observation with questions:

The independent assessor must observe one live 30-minute mentoring session. In addition, the apprentice will provide the independent assessor with two 30-minute recordings of mentoring sessions, that will be viewed by the independent assessor as part of the observation on the day of the assessment. The recorded mentoring sessions must take place and be recorded post gateway. The recorded mentoring sessions may be with the same, or different, mentees. In the recorded mentoring sessions, the mentor and mentee must be visible in the recording. Audio only recordings will not be accepted. Recorded and observed mentoring sessions may be 1:1 mentoring or group mentoring, reflecting the apprentices typical practice.

Questions must be asked after the observation. The total duration of the observation assessment method is 2 hours and the time for questioning is included in the overall assessment time. The total time for the observation element is 90 minutes. The time allocated for questioning is 30 minutes. The independent assessor must ask at least 5 questions.

EPA element 2:

professional discussion underpinned by a portfolio of evidence:

In the discussion, an independent assessor and apprentice have a formal two-way conversation. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence. It gives the apprentice the opportunity to demonstrate their competency across the KSBs mapped to this EPA method.

The professional discussion must last for 60 minutes, and the independent assessor must ask at least 8 questions. Follow-up questions are allowed where clarification is required.

5 Completion & CERTIFICATION

Once the apprentice has successfully completed all EPA elements, and the IEPA has verified this, the report is sent out along with a request for permission to claim the Certificate on behalf of the apprentice.

The Certificate is then claimed from the ESFA.

Why choose Steadfast EPA?

We are an Ofqual approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support. We believe that we offer a premium service to our clients, combining excellent customer service with high quality, fair and robust end point assessments

To review the standard and assessment plan, follow the link below

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