



# Level 4 Learning and Skills Mentor

This qualification is carefully designed to provide aspiring mentors with practical experience and essential tools for supporting learners in a range of settings. Individuals will acquire the expertise to guide and motivate learners, assess their progress, and provide tailored support to help them achieve their educational goals. The course emphasises the importance of effective communication, empathy, and adaptability in mentoring learners of all ages and backgrounds. Individuals will gain real-world experience and the skills to help others succeed, creating a positive impact in the learning process.

A Learning and Skills Mentor will acquire and apply a variety of abilities, including:

## Knowledge Development

- Understand mentoring models, tools and techniques to support the mentee
- Methods for providing feedback to inform progression
- How to plan for mentoring sessions and review and revise action plans
- Questioning and listening techniques
- How to provide accurate vocational/pastoral advice and guidance to meet mentee needs

## Skills Enrichment

- Plan, conduct and record mentoring activities to support the progression of the mentee
- Maintain records of mentoring practice, complying with quality and confidentiality
- Inform, advise and guide the mentee to support development toward agreed outcomes
- Maintain mentoring relationship through a non-judgemental and objective approach
- Apply evidence-based mentoring practice informed by own research



## Functional Skills

Maths and English qualifications are an integral element of the apprenticeship standards.

These are implemented by Haddon Training's dedicated Functional Skills team and will be delivered either as individual or group sessions, depending on the learner's requirements. If the learner has completed Functional Skills previously or can provide suitable evidence, such as GCSE certificates or similar, they may be exempt from completing this element of the qualification.

Functional Skills	
Learners will need to complete:	
English	Level 2
Maths	Level 2

## Qualification Overview

To achieve the Level 4 Learning and Skills Mentor qualification, the learner must complete:

- All mandatory modules.
- All core behaviours.
- The End Point Assessment, in which all components must be passed.

The apprenticeship is awarded through the successful completion of an End Point Assessment (EPA). This consists of:

- A practical assessment in which the learner will be observed three times (two will be recorded prior to the EPA, and one will be on the day) in their mentoring role.
- A professional discussion in which the learner is questioned on the knowledge acquired throughout the apprenticeship.

The qualification will take a minimum of 13 months to complete, dependent on a learner's prior knowledge and skills recorded on a skill scan and individual learning plan.

## Mandatory Modules Overview

Knowledge and skills outline
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 and regulations in relation to mentoring
Approaches to sustainable mentoring practice
Continuous professional development
Quality assurance relating to mentoring environment
Motivation, aspiration, and a passion for learning

## Core Behaviours

Personal and employability skills
Demonstrate and promote sustainable practices
Work to ethical and legal standards within professional boundaries
Be resilient and adaptable when dealing with challenge and change
Demonstrate and encourage mutual respect
Display a deep understanding of equality and diversity
Commit to improving own professional practice in relation to mentoring

For an in-depth view of the knowledge, skills, behaviours for the Learning and Skills Mentor apprenticeship, please visit: <https://tinyurl.com/LearningAndSkillsMentor>

\*Please note employers will be assessed before the qualification commences to ensure that they can meet the requirements of any chosen pathway listed above. Please discuss your options further with our team to find out more.

## Progression

If you are in a suitable role, you could progress with us on to:

- Level 5 Operations Leader

Or explore further opportunities available elsewhere in mentoring, such as:

- Level 4 Assessor Coach
- Level 4 Education and Training
- Level 5 Education and Training



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