



Level 4

# Learning & Skills Mentor



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# FAQs

**Q: Who is the qualification for?**

**A:** 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.

**Q: What does the qualification cover?**

**A:** This qualification allows candidates to learn, develop and practice the skills required for employment and a career in Learning. The content covers all essential areas of learning & Mentoring and is mapped out to the institute of apprenticeships standards.

**Q: Is it part of an apprenticeship standard or initiative?**

**A:** ST1379, learning and skills mentor level 4

**Q: What opportunities for progression are there?**

**A:** This qualification allows candidates to go on to higher level training courses and expand their training career.

# Structure

## Entry Requirements

Whilst any entry requirements will be a matter for individual employers, a minimum of English & Maths GCSE are required.

## Structure

Our candidates are trained to the highest standards and are fully supported to develop all of the knowledge, skills and behaviours required to be an outstanding Learning & Skills Mentor.

The course duration is typically 12 months.

## Knowledge

Our course is delivered via live training webinars with specialist tutors.

## Skills and Behaviours

You will be appointed a designated Learning & Skills Tutor, who will coach you through your qualification and complete regular assessments with you to support you to complete your qualification. You will have weekly contact from your Tutor.





# Course Contents

- **What is a Learning & Skills Mentor Role & Function?**
- **Learn How to Plan, conduct and record mentoring activities**
- **Legal and ethical frameworks**
- **Confidentiality & Safeguarding**
- **Expectations and boundaries of the mentor**
- **The use mentoring models, tools and techniques**
- **Values, beliefs and behaviours & relationships**
- **Advice and guidance, working within professional boundaries**
- **Evaluation processes**
- **Maintaining Records**

Completion of these units will produce a portfolio of evidence of your competency.





## What is a Learning & Skills Mentor's Role & Function?

This unit will introduce the role and responsibilities of the role and outline the essential attributes and behaviours that may be required for effective learning and mentoring in an organisation.

You will learn how to plan, conduct, and record mentoring activities to support the progression of the mentee you are working with to help them progress through their course and career.



## Learn how to plan

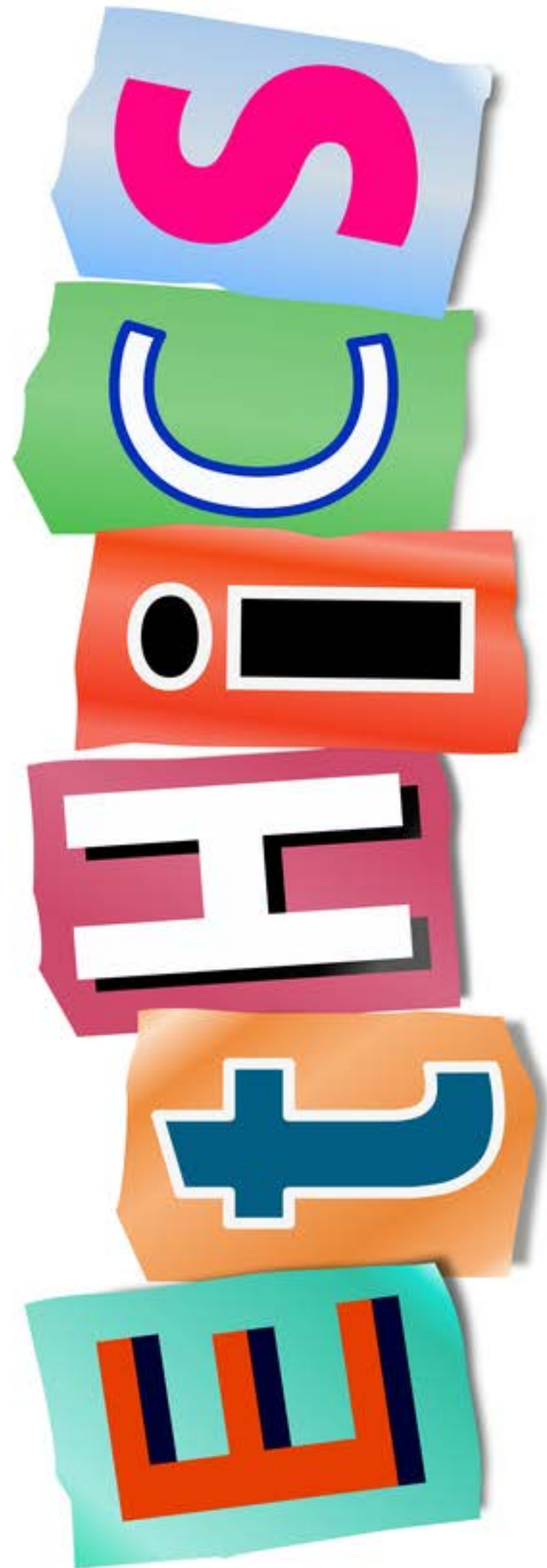
The aim of this unit is for learners to be able to use strategies to establish and maintain expectations and boundaries of mentoring.

Recognise starting points of mentee, agreed development needs, potential barriers to development and where relevant, other stakeholders needs.

You will learn how to select and use mentoring models, tools and techniques to support mentee to make desired changes, demonstrating responsiveness to the individual mentee needs.







## Legal & Ethical Frameworks

The aim of this unit is for the learner to understand to act with integrity and demonstrate organisational values in the way they interact with others.

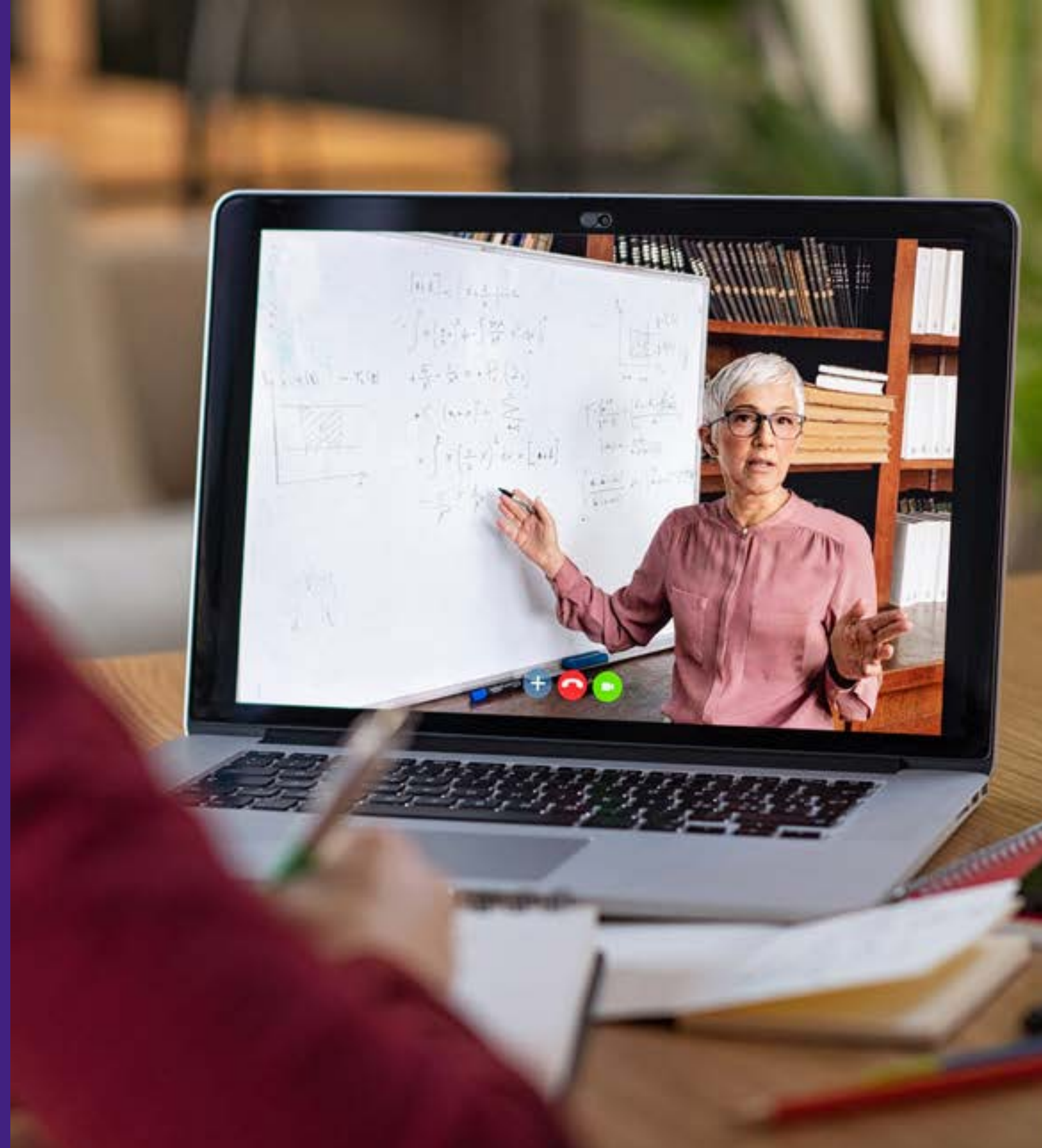
They deliver the outcomes of their work through co-design, with a willingness. to question and challenge as appropriate.



# Safeguarding & Confidentiality

Giving you the skills to Support the implementation and execution of safeguarding procedures and promote the welfare of the learners you are mentoring within your work place in accordance with statutory provisions.

Learn to work within the boundaries of learner / mentor confidentiality. Demonstrating and encouraging mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies.







## Expectations & Boundaries

Learners will develop the skills to provide support to the mentee providing information, advice and guidance, working within own professional boundaries and recognising requirements for referral to other professional services where required.



## Values, Beliefs & Behaviours

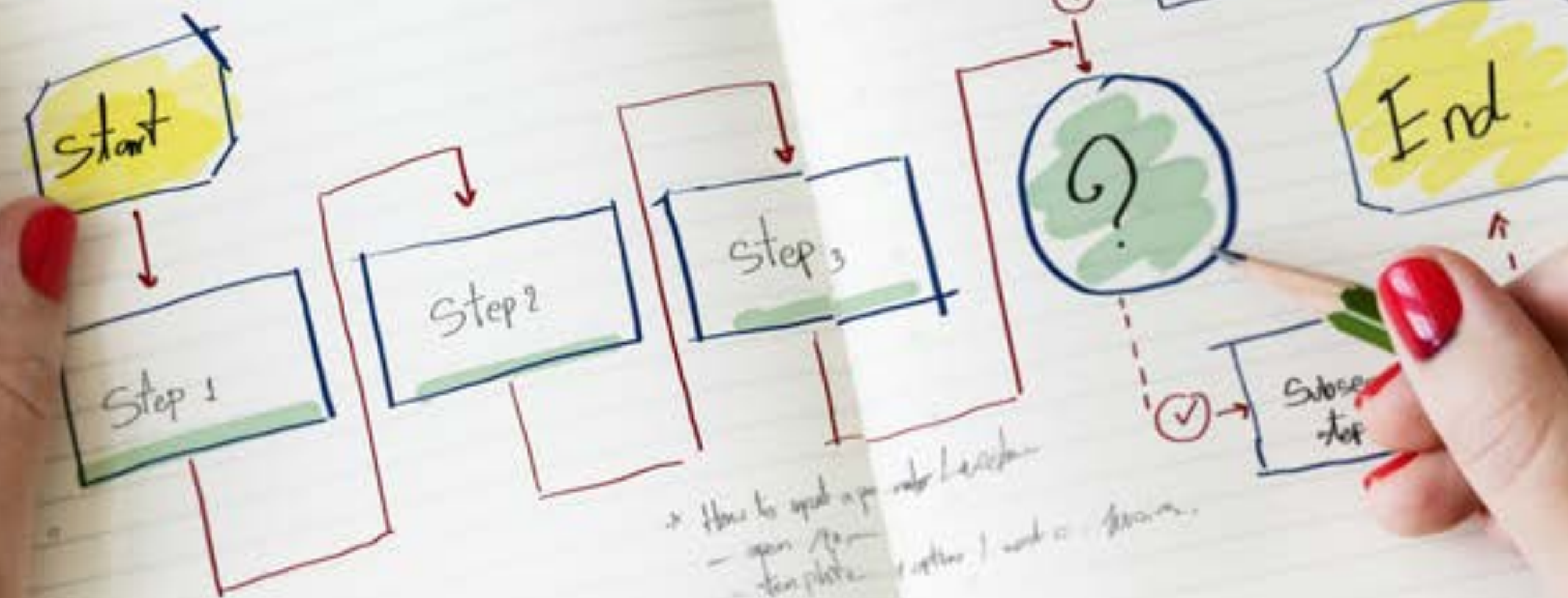
You will learn how to demonstrate awareness of own values, beliefs and behaviours and their effect on the mentor/mentee relationship.

Learning to maintain your mentoring relationship through a non-judgemental and objective approach. Demonstrating and encouraging mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues.





# \*Improvement



## The Evaluation Process

This unit will enable learners to gain the knowledge and skills required to:

- Evaluate the impact of learning solutions - measure and assess development establish rigorous evaluation processes with the mentee to support reflection on the effectiveness of mentoring relationship.
- You will learn to evaluate and reflect on the effectiveness of your own practice for the purpose of self-development.



## Maintaining Records

The aim of this unit is for the learner to develop the knowledge and make sustainably informed decisions in approaches used to plan, conduct, record and evaluate mentoring practice.

Maintain records of mentoring practice alongside recording your own continual professional development activities.







Off The Job



Employer Engagement

