

Learning and Skills Mentor

Level 4

Overview:

The Level 4 Learning and Skills Mentor apprenticeship Standard is designed to equip individuals with the knowledge and skills required to support learners in a variety of educational and training settings.

This apprenticeship focuses on developing the competencies necessary to mentor and guide learners through their academic and vocational journeys, ensuring they meet their personal and professional development goals.


Apprentices will learn how to provide effective mentoring support, assess learners' progress, and foster a positive learning environment.


Upon completion, apprentices will be able to apply strategies to motivate, challenge, and inspire learners, while also contributing to the broader success of the educational institution or training provider.

What to expect from Linden:


- Bespoke content customised for your organisation and its goals.
- Support from a dedicated Trainer who will support with learning, skill competency and developing evidence. Always aiming for Distinction grade at EPA.
- Individual support and mentoring to make every apprenticeship a success.
- Access to our virtual learning environment.
- Live workshops delivered by specialist Trainers.
- Dedicated Account manager.
- Blended learning approach, distance and face to face visits from your Trainer to suit the employer and learner needs.


Key information:

 Level: **Level 4**

 Recommended duration: **12 months**

 Format / Delivery: **Blended learning model**

 Funding band: **£5,000**

 Contextualisation available: **Yes**

Functional skills
Maths and English Functional skills qualifications are available at Level 1 and 2 for eligible learners aged 19+. Apprentices aged 16-18 must complete these qualifications as a mandatory part of their programme. For more information, please contact the Linden team.

Relevant to:
Academic mentor, Learning Mentor, Occupational Mentor, Technical Mentor, Training Mentor, Tutor Vocational Mentor.

What is included in the Standard:

Knowledge	Skills & Practical Application	Behaviours
<ul style="list-style-type: none"> • The roles and responsibilities of a mentor. • How to establish and manage mentoring. • Conduct sustainable mentoring practice. • How to plan for mentoring sessions. • Mentoring theory and models. • Organisational and legal requirements for recording, storing and sharing personal information. • Strategies to assess starting points of the mentee. • Methods of communication to maintain the mentoring relationship and review progress towards agreed outcomes. • Questioning and listening techniques. • Methods for providing feedback. • The impact of values, beliefs and behaviours. • How to provide accurate and relevant vocational/pastoral advice and guidance to meet mentee needs, including points of referral to other professional services. • Theories and models of evaluation and reflection. • Approaches to sustainable mentoring practice. • Opportunities for continuing professional development. • The role of supervision in supporting the mentor. • Evidence-based practice informed by own research. 	<ul style="list-style-type: none"> • Conduct sustainable mentoring practice. • Establish and maintain mentoring contracts with mentees and other stakeholders. • Conduct mentoring sessions. • Implement established mentoring tools and techniques. • Maintain records of mentoring practice. • Establish and use assessed starting points to establish agreed outcomes. • Assess and review progress and achievement of agreed outcomes and revise action plans as appropriate. • Maintain mentoring relationship through a non-judgemental and objective approach. • Use questioning techniques to encourage reflection and progression. • Provide feedback to the mentee to inform progression. • Inform, advise and guide the mentee to support development toward agreed outcomes. • Apply theories and models of evaluation. • Monitor and reflect on own mentoring practice. • Apply evidence based mentoring practice informed by own research. 	<ul style="list-style-type: none"> • Demonstrate and promote sustainable practices with mentee. • Work to ethical and legal standards. • Be resilient and adaptable when dealing with challenge and change. • Demonstrate and encourage mutual respect. • Committed to improving their own professional practice in relation to mentoring.

10,000+

Empowering over 10,000 learners to achieve their apprenticeships since 2012. Your success, our mission.

58%

of our Apprentices across all Standards achieved a Distinction pass at EPA (22/23)

Employer reviews



Excellent

Apprentice reviews



Good



Typical learner journey:



1. Enquiry / Consultation

Prospective learners and employers begin their Linden journey with an exploration session to better understand goals and objectives.



5. Learning journey commences

With enrolment and induction completed, learners start their learning journey by engaging with regular sessions, workshops, projects, assignments and reviews, with full guidance and support from their dedicated Trainer.



2. Programme Introduction

Learners are invited along with their line managers to an Introduction. This session provides a full programme overview, opportunity for Q&A and agreement of next steps.



6. EPA Prep and Gateway

Learners prepare for their End Point Assessment (EPA) by reviewing key concepts and skills essential for demonstrating competency against the skills, knowledge and behaviours set out in the Standard.



3. Onboarding / Enrolment

Learners are sent links to our online enrolment form, skills gap analysis and functional skills diagnostic assessments.



7. End Point Assessment

The End Point Assessment is the final evaluation where learners showcase their acquired skills, knowledge and behaviours.



4. Induction

Learners participate in a comprehensive induction with their dedicated Trainer. This session supports understanding of expectations and resources (including an introduction to the e- portfolio).



8. Achievement / Progression

Upon successful completion of the EPA, learners celebrate their achievement and may choose to progress to a higher level within the same sector or explore new pathways.

End Point Assessment:

The EPA process consists of two assessment processes:

Assessment method	Areas assessed	Weighting
Observation with questioning	Knowledge / Skills / Behaviours	50%
Professional discussion underpinned by a portfolio of evidence	Knowledge / Skills / Behaviours	50%



Employer contracting:

All employers who want to utilise the Apprenticeship Levy or Co-investment model are required to contract with a ROATP approved provider and follow the Government approval process for onboarding new learners and securing funding for each apprenticeship Standard in the Digital Apprenticeship Service.

5 steps to employer contracting:

1	2	3	4	5
Initial advice and guidance	Contracting	Compliance	DAS approval	Progress reviews and reporting

Discussions around apprenticeship intent and requirements of the Standard. Dedicated Linden account manager support from inception through to EPA.

Contract for services issued online for review and electronic signature.

Employer to complete Health & Safety compliance and provide Insurance Liability certification for the apprentices workplace.

Agreeing learners to enrol and approval on the Digital Apprenticeship Service.



Employers will be invited to attend progress reviews and receive updates throughout their apprentices journey.

Progression options:

On completion of your apprenticeship you may choose to advance to a higher level within the same subject area or explore a completely new pathway.

Coaching Professional

Level 5

What our learners have to say:



My Trainer has been an amazing throughout the whole of my Apprenticeship. I have really valued and appreciated his support, especially when I was struggling with my math's qualification. Always believing in me, that I could do the work to the best of my ability, sending me valuable recourses to help and guide me along the way, and generally being a massive support.

Jo



The course is presented in a professional way, with the opportunity to discuss the scenarios within our working environment. The course is at a good pace, and I receive the relevant information and advice to support and extend my knowledge. I found the course interesting, informative, and well-led.

Sarah



Contact us today:

For more information about Apprenticeships at Linden, call us on **0800 2980632** or visit our website at: **lindenmanagement.org.uk**

