

## Level 4

# Learning & Skills Mentor

**TYPICAL DURATION: 12 MONTHS**



### Role Profile

Learning and Skills Mentors work across the public, private, and voluntary sectors in national and multinational organisations. They are found in sectors where training and development are essential, such as healthcare, military, manufacturing, business, education, and technology. Their primary role is to support individuals and groups in achieving agreed learning goals, adhering to ethical and legal frameworks. Mentors collaborate with stakeholders to meet mentee needs, working in various environments, both face-to-face and remotely. They are responsible for managing the mentoring relationship, ensuring progression, and maintaining high standards through continuous professional development and reflective practice.

### Additional Requirements

English and maths qualifications must be completed in line with the apprenticeship funding rules

### Course Content

During their apprenticeship, individuals develop essential skills, knowledge, and behaviours for the Learning and Skills Mentor role. This includes understanding mentor responsibilities, ethical and legal requirements, and safeguarding. Apprentices learn to establish mentoring contracts, plan sessions, and assess mentee progress.

Key areas also include communication techniques, feedback methods, record-keeping, and reflective practice. Apprentices are trained to identify development barriers, offer vocational and pastoral guidance, and maintain sustainable mentoring practices. By the end of the apprenticeship, they will be equipped to support mentees in achieving their goals and ensuring continuous professional growth.

### Apprenticeship Assessment

This Apprenticeship has 2 assessment methods.

- Observation with questions
- Professional discussion underpinned by a portfolio of evidence

### Typical Job Roles

Academic mentor

Training mentor

Learning mentor

Occupational mentor

Vocational mentor

Tutor

Technical mentor

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