

APPRENTICESHIP FACTSHEET

LEARNING & SKILLS MENTOR



Duration: 12 Months



English & Maths: Level 2



Level: 4

THE APPRENTICESHIP

Learning & Skills Mentors (LSMs) can be found in organisations where training and development is required, including business, education, healthcare, marketing, and tech.

They support learners by providing development opportunities that will aide them in their career journey. LSMs follow ethical and legal guidelines to ensure high standards and compliance within the mentoring practice.

LSMs adapt to their environment, enabling them to interact with internal and external stakeholders, as needed. They will also work collaboratively with stakeholders to inclusively meet the individual needs of the learner, while also being committed to their own professional development as a mentor.

COURSE CONTENT

During this Apprenticeship, the learner will develop key knowledge, skills, and behaviours to effectively operate as a Learning & Skills Mentor. Including but not limited to:



ROLES & RESPONSIBILITIES OF A MENTOR



QUESTIONING & LISTENING TECHNIQUES



MENTORING THEORY & MODELS



UNDERSTANDING POTENTIAL BARRIERS



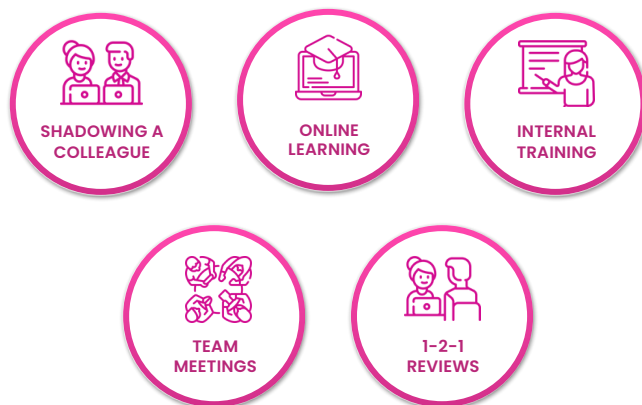
MAINTAIN MENTORING RELATIONSHIPS



FOR MORE INFO

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide you with a better understanding of Mentoring and assist with career development. By the end, you will be able to:

-  **MAINTAIN MENTORING RELATIONSHIP THROUGH A NON-JUDGEMENTAL AND OBJECTIVE APPROACH**
-  **CONDUCT SUSTAINABLE MENTORING PRACTICE IN PROFESSIONAL BOUNDARIES, AND LEGAL & ETHICAL REQUIREMENTS, INCLUDING SAFEGUARDING**
-  **INFORM, ADVISE AND GUIDE THE MENTEE TO SUPPORT DEVELOPMENT TOWARD AGREED OUTCOMES**
-  **APPLY THEORIES AND MODELS OF EVALUATION AND REFLECTION TO SUPPORT MENTEE DEVELOPMENT**
-  **ACHIEVE A NATIONALLY RECOGNISED QUALIFICATION AND RECEIVE VALUABLE WORK EXPERIENCE**

END POINT ASSESSMENT

 **Duration: 3 Months**

The End Point Assessment (EPA) begins when the Employer, Apprentice, and Protocol Consultancy Services agree the apprentice has met the apprenticeship standard, as shown in progress reviews.

The EPA ensures industry standards are met and can start after twelve months of learning once the apprentice is competent. Functional skills in English and Maths must be completed before the EPA.

 **EPA Methods**

-  **ASSESSMENT METHOD 1: A 30 MINUTE OBSERVATION, THE IEPA VIEWING TWO 30 MINUTE RECORDINGS OF MENTORING SESSIONS, AND A 30 MINUTE Q&A**
-  **ASSESSMENT METHOD 2: A 1 HOUR PROFESSIONAL DISCUSSION WITH THE IEPA UNDERPINNED BY A PORTFOLIO OF EVIDENCE**

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:

-  **TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER**
-  **PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME**
-  **RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP**
-  **SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS**
-  **REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS**

PROGRESSION

There are several progression opportunities available following the completion of this level 4 Apprenticeship course, which members of our recruitment team will be happy to give you advice and guidance to support your choices.

Get in touch using the information or QR code below

CONTACT US

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