



# Learning Mentor L3 Apprenticeship Standard





## Introduction

'Mentoring' is today, and has been for centuries, the foundation of vocational training and apprenticeships. The Learner Mentor Standard is the first formal recognition of this role. Mentoring currently takes place in all parts of the Education and Training Sector including: work based/independent training provision; further, adult and higher education; offender learning and the voluntary sector. All education and training roles are 'dual-professional', requiring the knowledge and skills necessary in a specialist vocational or subject area, in addition to helping learners to learn.

The Programme will help the Learning Mentor be 'grounded' in up-to-date processes and procedures, relevant to the learners programme of development. This apprenticeship has been designed to be taken by anyone wanting to work as a mentor who will offer advice and guidance to individuals working in their sector of expertise.

## What's Involved

At the start we'd send learners information on the course and ask them to:

- Fill out application form
- Fill out a skills gap analysis document to assess their suitability (via survey monkey)
- Initial Assessments on BKSB (English and Maths) + Send in all copies of any English, Maths or ICT Certificates
- Send in copies of any other certificates for previous apprenticeships or qualifications

In order to meet the apprenticeship standards, apprentices must complete the Level 1 Safeguarding qualification and any Education and Training qualification, including mentoring qualifications that covers the knowledge, skills and behaviours set out in the standard.

Apprentices must also achieve a minimum of Level 2 English, Level 2 Maths and Level 2 ICT before completing the apprenticeship.

Once we have this information we will blend the programme depending on needs. It will be a mix of giving and facilitating knowledge through training sessions, coaching and giving feedback through one to one support and getting the learner ready for end point assessment.

## Course expectations:

This is typically a 12 month course and we'd arrange webinars and some training dates depending on your skills gap analysis.

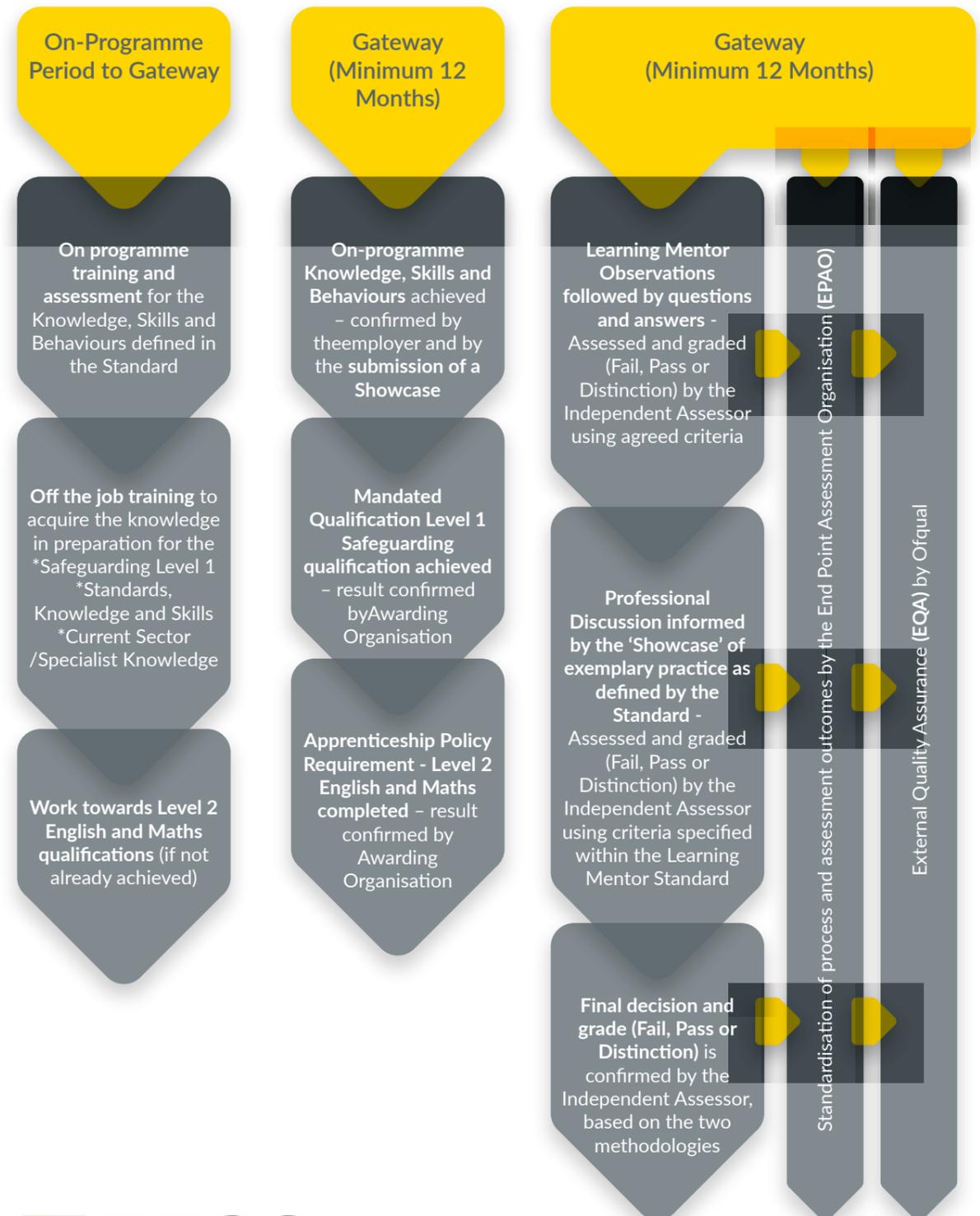
## Main topics covered:

<b>What is a Learning Mentor?</b> <ul style="list-style-type: none"> <li>- What mentoring isn't and what it is</li> <li>- Mentor vs Coach</li> <li>- Best practice mentoring</li> <li>- Structuring mentoring activity</li> </ul>	<b>Safeguarding &amp; Issues Impacting the Learner</b> <ul style="list-style-type: none"> <li>- Vigilance &amp; understanding vulnerable people</li> <li>- Physical or psychologically risks and channels for reporting concerns</li> <li>- Safeguarding L1 Qualification</li> </ul>
<b>Communicate &amp; Collaborate</b> <ul style="list-style-type: none"> <li>- Effective questioning</li> <li>- Active listening</li> <li>- Assertiveness skills</li> <li>- Body language</li> </ul>	<b>Issues Impacting the Learner</b> <ul style="list-style-type: none"> <li>- Mentor's role in supporting learner development and how to provide valid evidence of progress and achievement</li> </ul>
<b>Advice &amp; Guidance</b> <ul style="list-style-type: none"> <li>- How to Advise, guide and supervise learners to the biggest benefits of learning</li> <li>- Effective IAG</li> <li>- Equality &amp; Diversity</li> </ul>	<b>Maintain Appropriate records</b> <ul style="list-style-type: none"> <li>- Understand confidentiality</li> <li>- Compliance with quality</li> <li>- Data protection</li> <li>- CPD</li> </ul>
<b>Stakeholder Management</b> <ul style="list-style-type: none"> <li>- Circle of effectiveness: roles within the mentoring journey and the learner journey</li> <li>- Ways to work with other key contacts for the learners benefit</li> <li>- Collaborate</li> <li>- How to track the learners journey</li> <li>- How to ensure learning is sustained through working with relevant colleagues against the learners action plans</li> </ul>	

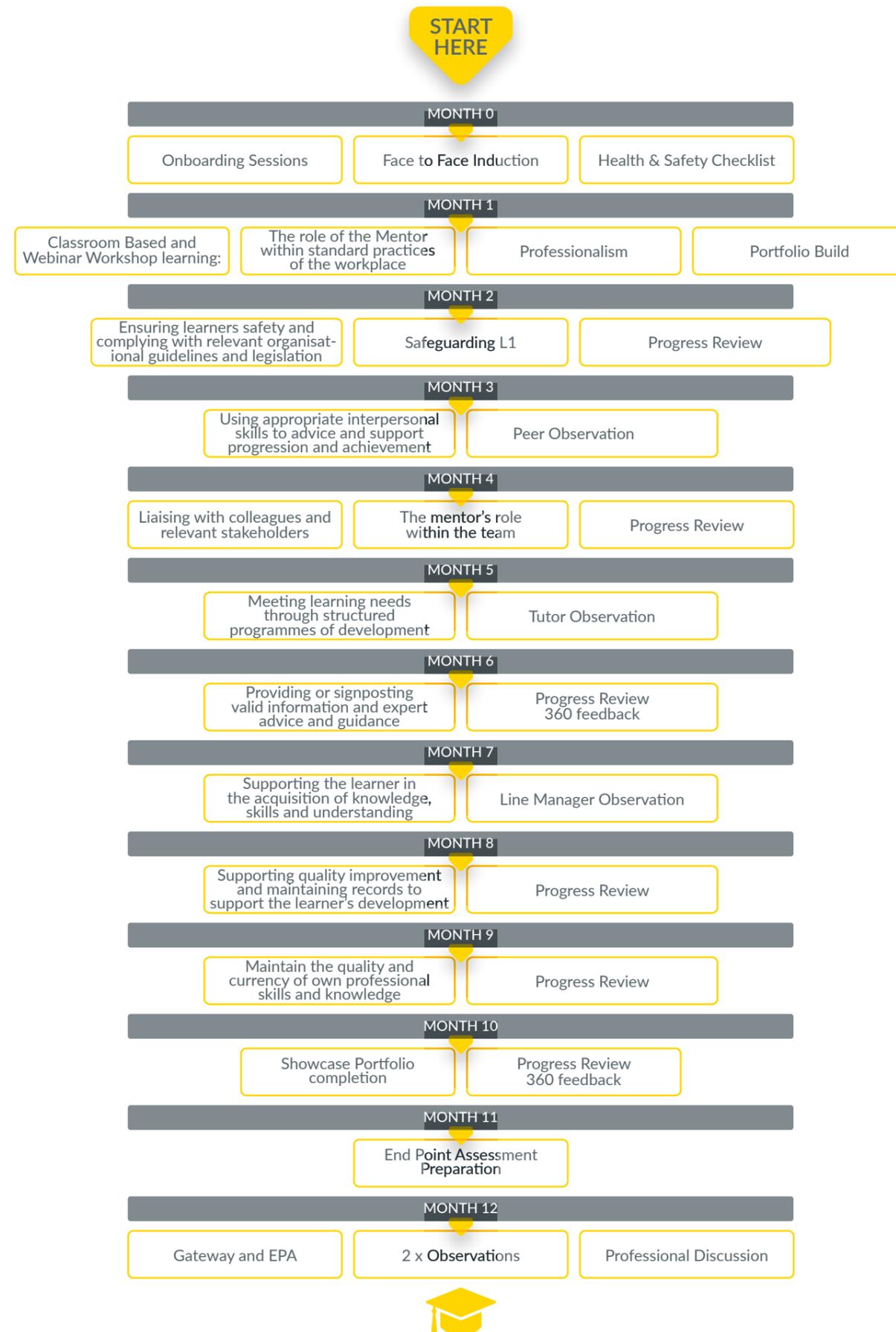
## After completing the Apprenticeship Standard there should be an improvement in:

- Understanding of ethical and legal standards
- Equality & Diversity
- An ethos of motivation, aspiration and a passion for learning
- Resilient and adaptable
- Mutual respect

## The 3 phases of the Advanced Apprenticeship



# Apprenticeship Pathway: Level 3 Learner Mentor





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