

Training provided by

**IMPACT  
FUTURES**



# Level 4 Learning and Skills Mentor

 **Home Instead.**  
*To us, it's personal*

Helping others to be the  
best they can be



## Learning and Skills Mentor apprenticeship standard

This level 4 learning and skills mentor apprenticeship supports individuals and groups with their learning and development towards agreed goals.

You will do this by working within ethical and legal frameworks to ensure a high standard of mentoring practice. You will work collaboratively with stakeholders to inclusively meet the individual needs of the mentee. You will be committed to your own professional development and reflective practice as a mentor and within your sector.

It is suitable for people working in an environment in their organisation where they are the knowledgeable other. You will work in a variety of locations and environments where mentoring activity may be undertaken face to face or remotely.

### Entry requirements

You must have been a UK, EEA, or EU resident for at least the past three years to undertake this training programme.

In addition, you must be able to commit to the full length of the programme, and be able to meet the programme modules through your job role.

If you do not have a level 2 or equivalent in Maths and English, you will be required to work towards achieving these qualifications as part of your apprenticeship.

### What is the duration and how will you learn?

Over the duration of 16 months, you will receive a combination of face-to-face and online training and support.

You will undertake an online assessment that will help us to understand your learning style and needs, then we will tailor your learning experience accordingly.

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem.

### Off the job training

As part of the apprenticeship, alongside your job role, a minimum of 6 hours per week of your time in work must be dedicated to improving new skills, knowledge and behaviours.

This can be any time devoted to learning and improving new skills, knowledge and behaviours without interruption. This includes the following learning methods:



Online teaching



Digital learning resources



One to one tuition



Workplace assessment



*“The genuine concern one person shows for another is the most precious asset life offers”*

### End-point assessment (EPA)

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA). This typically involves elements such as:

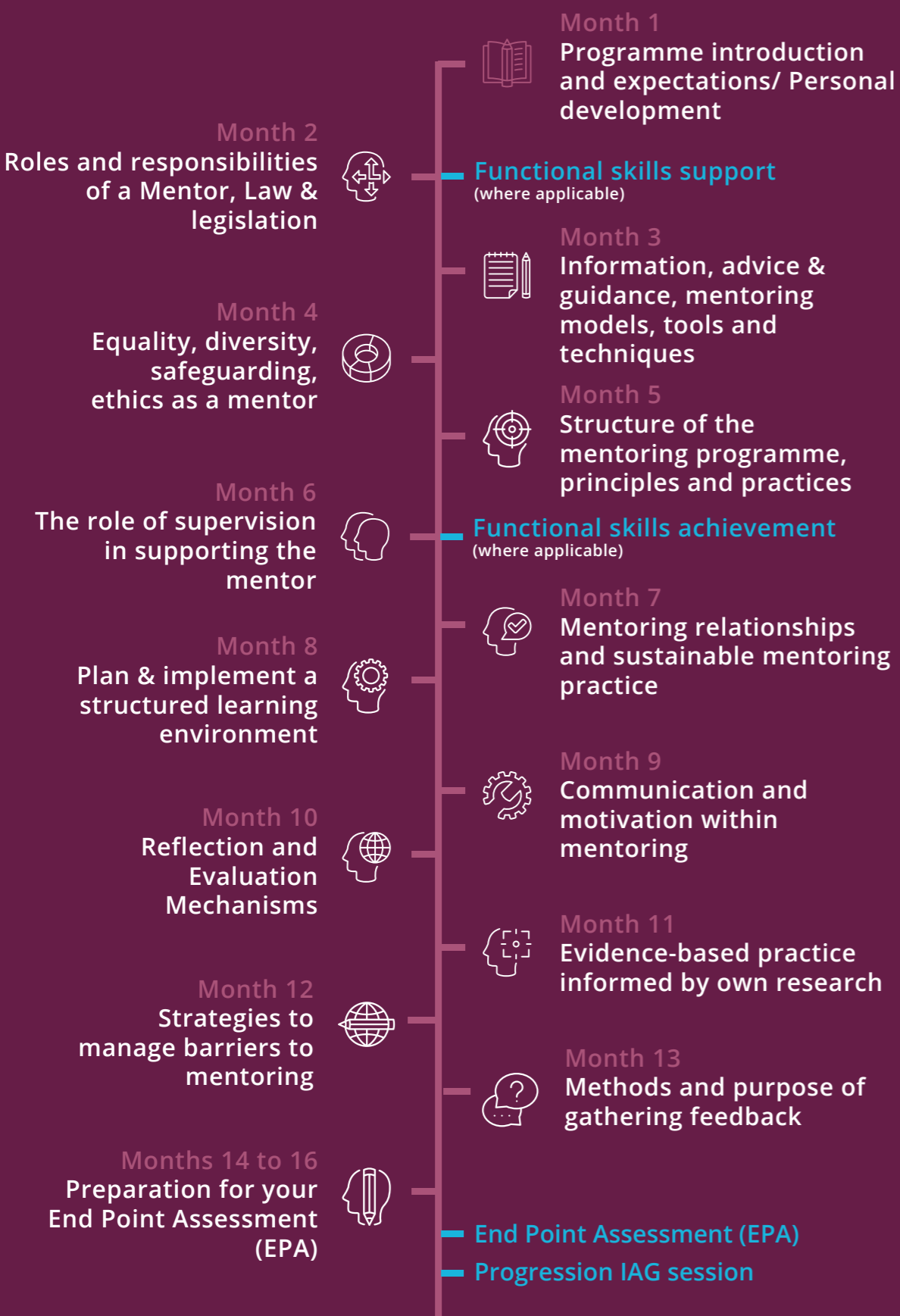


Observation with questioning



Professional discussion underpinned by a portfolio of evidence

# Your apprenticeship journey



**Achievement**



## You will learn how to:



### Develop yourself

- ✓ Develop and maintain a personal development record and ensure currency of vocational skills are maintained
- ✓ Monitor and reflect on own mentoring practice, including feedback from supervision, to develop self
- ✓ Understand how your own behaviour and way of working can impact on the mentoring process
- ✓ Understand how Continuous Professional Development is used to develop and enhance their abilities and their mentees



### Plan, implement and monitor structured learning environments

- ✓ Understand the roles and responsibilities of a mentor, understanding the organisational and professional boundaries, legal and ethical requirements, including safeguarding
- ✓ Understand how to provide accurate and relevant vocational/pastoral advice and guidance to meet mentee needs, including points of referral to other professional services
- ✓ Implement established mentoring tools and techniques to help the mentee work towards agreed outcomes
- ✓ Able to apply strategies to assess starting points of the mentee, including potential barriers to development
- ✓ Conduct sustainable mentoring practice within organisational and professional boundaries
- ✓ Cultivating evidence-based practice through mentorship

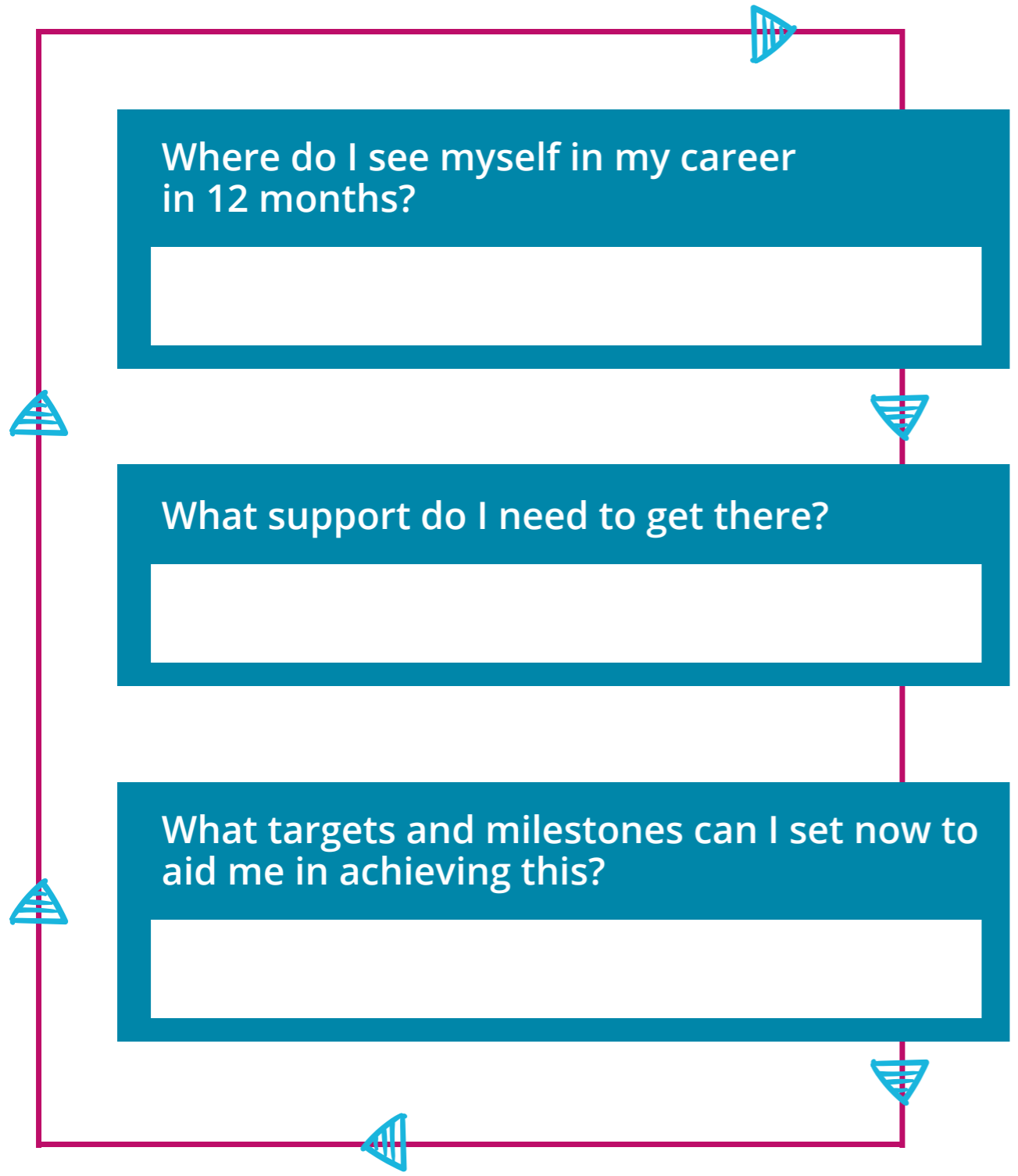


### Communication and mentoring relationships

- ✓ You will demonstrate and encourage mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies
- ✓ Understand mentoring theory and models, including maintaining good practice and protocols within the mentoring relationship
- ✓ Understand how and when to use questioning techniques to encourage reflection and progression
- ✓ You will be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control
- ✓ Understand how the supervisor, mentor, mentee relationship works.
- ✓ Skills that make use of effective communication, various formats/ Models such as (e.g., listening, questioning, reflection, using mentoring models.
- ✓ Understand how to use feedback to evaluate – how effective mentoring process has been

# Making an impact, now and in the future

Your career is a path, not a programme. We want to understand your career goals for the future now, so that we're best placed to assist, guide and inform you on your options.



## The next level

If you want to up-skill further upon completing this programme, consider our leadership and management apprenticeships.

# Make an impact

Impact Futures are Home Instead's preferred apprenticeship provider.

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

For more information about this apprenticeship, or any other available programmes, contact Home Instead's dedicated Client Relationship Manager, Charlotte Keyworth:

T: 07843 358 800

E: [charlotte.keyworth@impactfutures.co.uk](mailto:charlotte.keyworth@impactfutures.co.uk)



Each Home Instead franchise office is independently owned and operated.

