



Training Provided By

**IMPACT  
FUTURES**

## **Level 4 Learning and Skills Mentor**

Helping others to be the best they can be

## Learning Mentor Training Programme

This level 4 learning and skills mentor training programme 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 are aged 16–18 and do not have a Level 2 qualification or equivalent (GCSE grade 4/C) in Maths and English, you will be required to work towards achieving these qualifications as part of your training programme.

For those aged 19 and above, completing Maths and English (Functional Skills) is optional and not a mandatory requirement to complete your programme, however - this needs to be discussed and agreed with your Employer.

## 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 training programme, 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, and can include:



Online teaching



Digital learning resources



One to one tuition



Workplace assessment

## End-point assessment

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



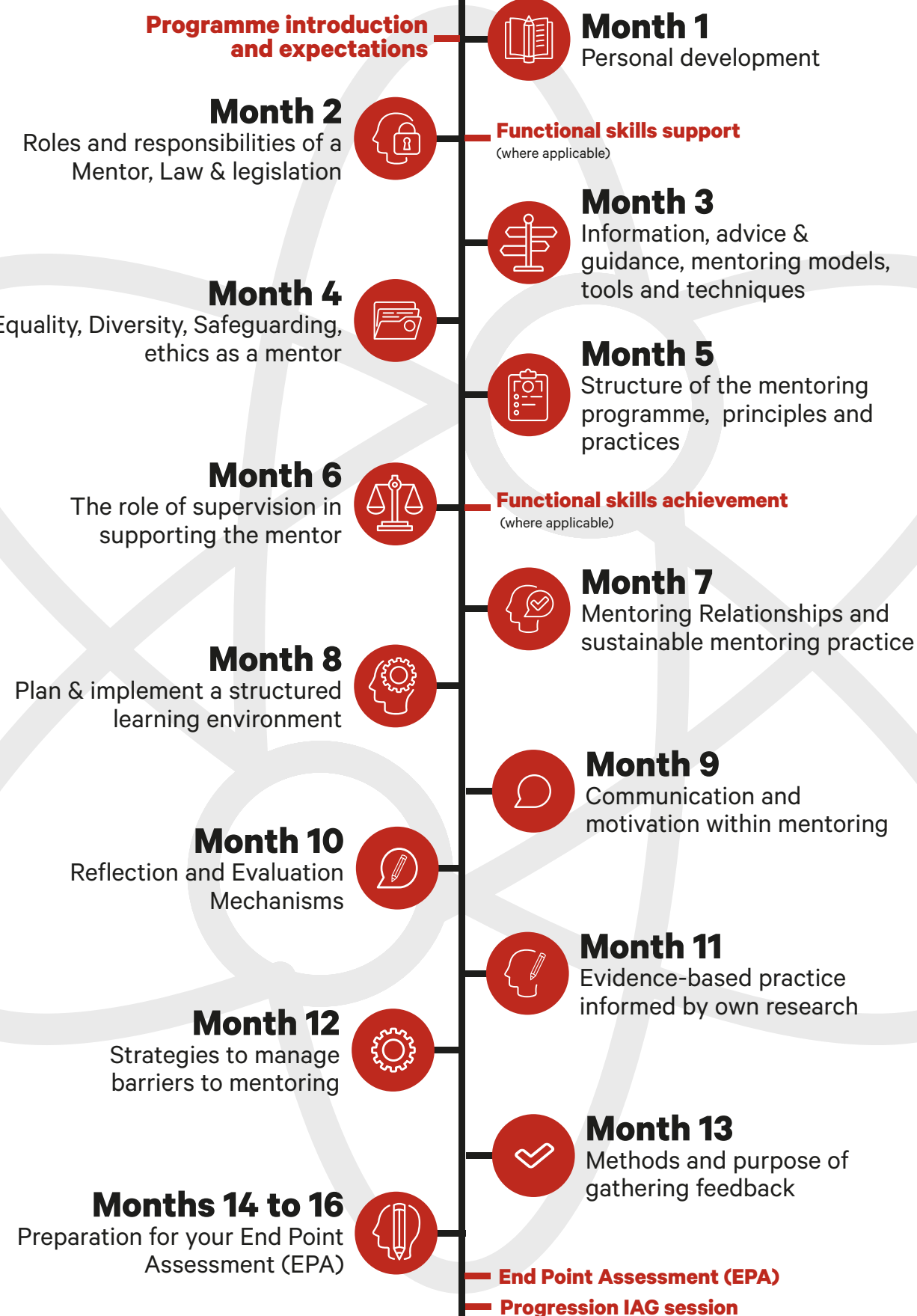
Observation with questioning



Professional discussion underpinned by a portfolio of evidence



# Your Training 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

# The 5 pillars of wider learning

## Sustainability



Sustainability is about protecting the future of our environment.

Why do we need to learn about sustainability within a training programme?

Through learning about the world and how to best keep it sustainable, you can be encouraged to safeguard and enhance our natural resources.

Developing your attitudes and behaviours to be more environmentally conscious, you can protect the future of our environment.

## CIAG



CIAG provides us with careers information, advice, and guidance.

Why is the support of CIAG important within a training programme?

To be inspired, as a learner, to be proactive and to believe in your ability to achieve your aspirations.

This support will help you learn about career pathways available to you, and will:

- Increase your knowledge about the world of work
- Inspire you to succeed
- Improve your social mobility and life chances
- Help you make informed decisions

## Cultural capital & personal development



Cultural capital and personal development is about boosting your employability and work and life skills.

Why do we need to understand cultural capital and personal development within a training programme?

Learning about real-life situations and navigating through them will provide you with essential knowledge, that you may need to ensure future success.

This can include: resilience, confidence, time management, finance management, and much more- all important work, behaviour, attitude, and life skills.

## British values, safeguarding & prevent duty



We have a responsibility to keep learners safe during their learning, but we are also responsible for what happens beyond that, too.

### British values:

As our learner, you should understand: your right to make safe choices; the rule of law is there to protect you; you should be respected for who you are (regardless of age, race, gender and background); and you live in a democracy allowing you to be involved in decisions that protect you.

### Safeguarding:

We can ensure that you are supported by the right people at the right time.

### Prevent duty:

We can recognise when targets are preyed upon by extremists and we act, report and get help to stop their recruitment.

## Equality, diversity & inclusion



Promoting equality, diversity and inclusion entails fair treatment and equal opportunities for all learners.

The impact of embedding these integral areas into your learning programme means that you will be more aware of your social responsibility to protect the vulnerable in our wider society.

This will enable an inclusive mindset in your work and home life, as you develop and grow in your career.

Understanding how to protect those in our society from abuse and extreme idealisms, will further enable our future living and working lives becoming safer and fairer.



## Making an impact, now and in the future

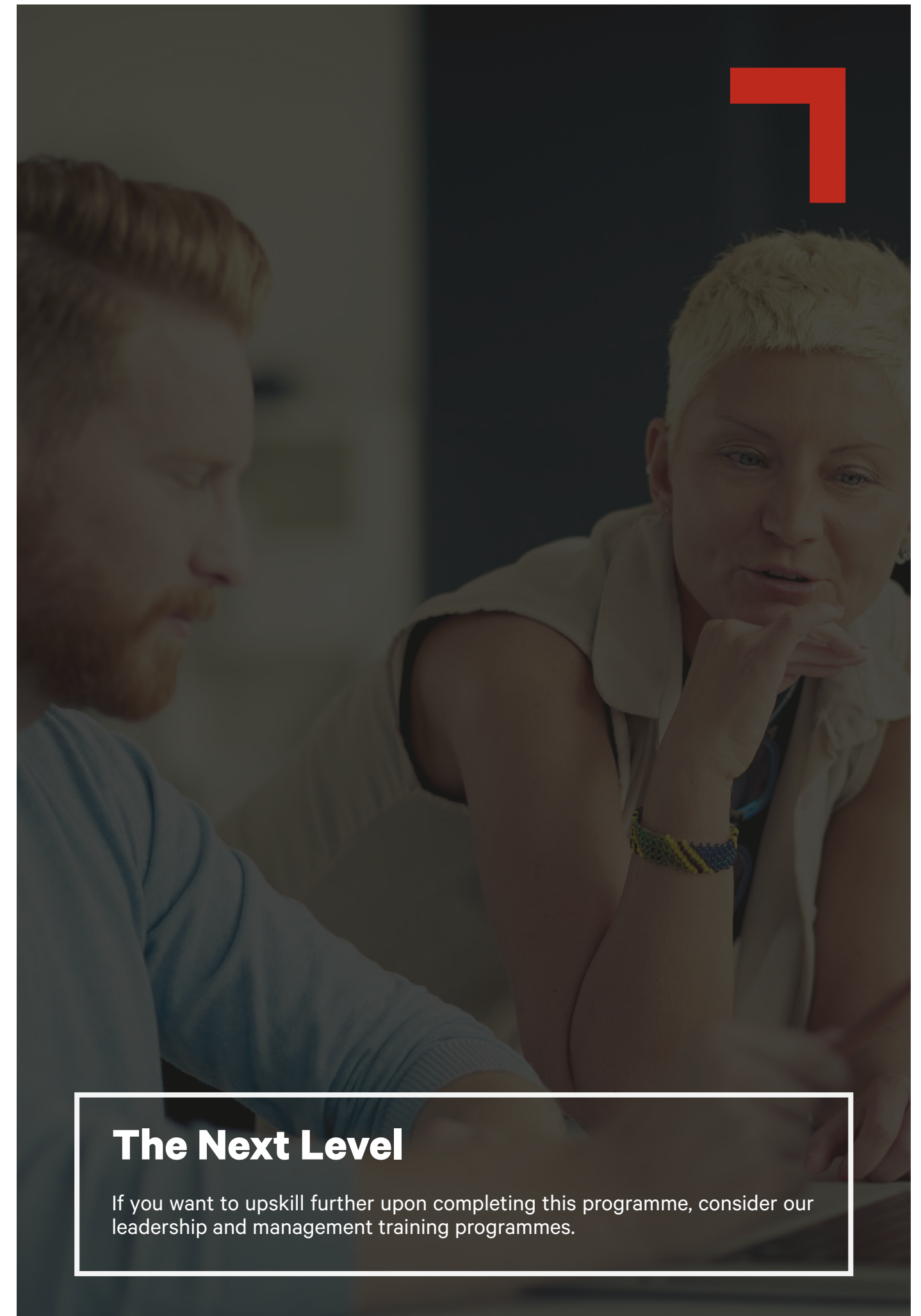
Your career is a path, not a programme. We want to understand your career goals for the future now, so that we're best placed to assist, guide and inform you on your options.

The flowchart consists of three red rectangular boxes arranged vertically, each containing a white question and a white text input field. The boxes are connected by a grey arrow loop that starts at the top, goes right, then down, then left, and finally up to the next box, creating a continuous cycle.

**Where do I see myself in my career in 12 months?**

**What support do I need to get there?**

**What targets and milestones can I set now to aid me in achieving this?**



### The Next Level

If you want to upskill further upon completing this programme, consider our leadership and management training programmes.

# BIMA

## Make an impact

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.

As a national training provider, we make this impact throughout the UK, with expertise in childcare, healthcare, clinical and business skills training programmes.

01753 596 004 | [info@impactfutures.co.uk](mailto:info@impactfutures.co.uk)

