

## Highfield Level 4 End-Point Assessment for ST1379 Learning and Skills Mentor

### Apprentice Details

Name	
Employer	
Training Provider	

### Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

### Core

KSB	Evidence reference	Evidence location
<b>K1:</b> The roles and responsibilities of a mentor, understanding the organisational and professional boundaries, legal and ethical requirements, including safeguarding (PP1)		
<b>K2:</b> How to establish and manage a mentoring contract (C3, C6)		
<b>K3:</b> How to plan for mentoring sessions and review and revise action plans (PP2)		
<b>K5:</b> Organisational and legal requirements for recording, storing and sharing personal information (M2)		
<b>K6:</b> Strategies to assess starting points of the mentee, including potential barriers to development (A1, A3)		
<b>K10:</b> The impact of their own values, beliefs and behaviours on mentoring practice (PP3, PP6)		

<b>K11:</b> How to provide accurate and relevant vocational/pastoral advice and guidance to meet mentee needs, including points of referral to other professional services (C4)		
<b>K14:</b> Opportunities for continuing professional development (PP1, PP7)		
<b>K15:</b> The role of supervision in supporting the mentor (M3)		
<b>K16:</b> Evidence-based practice informed by own research (PP5, PP8)		
<b>S2:</b> Establish and maintain mentoring contracts with mentees and where relevant, other stakeholders (C3, C6)		
<b>S5:</b> Maintain records of mentoring practice, complying with quality, confidentiality and data protection requirements (M2)		
<b>S6:</b> Establish and use assessed starting points to establish agreed outcomes of the mentoring process (A2, A3)		
<b>S13:</b> Monitor and reflect on own mentoring practice, including feedback from supervision, to develop self (M3)		
<b>S14:</b> Apply evidence based mentoring practice informed by own research (PP5, PP8)		
<b>B3:</b> Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control (PP4, PP6)		
<b>B5:</b> Committed to improving their own professional practice in relation to mentoring (PP1)		

### **Apprentice Declaration**

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

### **Employer Declaration**

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date