Think about
Professional discussion underpinned by a portfolio of evidence
Level 4 ST1379 Learning and Skills Mentor v1.3

On the day of this assessment you will carry out:

A 60-minute professional discussion

Remote or face-to-face

In a quiet room, free from distractions and influence

With an end-point assessor

Key point

You will have already submitted your portfolio of evidence, which is not formally assessed, but can be used to illustrate your answers.

Do

- [ ] Review the criteria associated with the professional discussion - this can be found in the EPA Kit and in the table at the end of this document
- [ ] Review relevant legislations, regulations and your organisation's policies and procedures
- [ ] Ensure a quiet room is available and that there are no interruptions
- [ ] Be prepared to answer at least 8 questions and any follow-up questions that your assessor may ask

Don't

- [ ] Forget to bring your ID
- [ ] Forget to plan
- [ ] Forget to bring your portfolio to refer to during the professional discussion

Use the table below to plan and prepare for the professional discussion.

(P) indicates pass criteria
(D) indicates distinction criteria

Assessment criteria	Key points to remember
Professional Practice	
(P) Explain the roles and responsibilities of a mentor identifying opportunities for continual professional development in own practice and identify the organisational and professional boundaries, legal and ethical requirements of mentoring (K1, K14, B5)	
(P) Explain how to plan for mentoring sessions to ensure you are prepared and explains how you review, and revise action plans on an ongoing basis (K3)	
(P) Explain the impact of own values, beliefs and behaviours on mentoring practice (K10)	

Assessment criteria	Key points to remember
(P) Explain the importance of personal resilience and adaptability when dealing with challenge and change, maintaining focus and self-control (B3)	
(P) Illustrate how you apply evidence-based practice informed by research to your mentoring planning and delivery (K16, S14)	
(D) Analyse own values, beliefs and behaviours with regard to mentoring practice, how you have adapted when dealing with challenge and change, and the potential impact of these on the agreed outcomes for mentees (K10, B3)	
(D) Analyse the impact of CPD on your own practice (K14)	
(D) Analyse the impact of evidence-based practice on outcomes for mentees (K16, S14)	

Assessment criteria	Key points to remember
Communication	
(P) Describe how to establish and manage the mentoring contract and explain ways in which this can be managed, and where relevant including other stakeholders (K2, S2)	
(P) Explain how to provide accurate and relevant vocational/pastoral advice and guidance to meet mentee needs, including points of referral to other professional services (K11)	
(D) Evaluate the methods of establishing and managing the mentoring contract for the mentor, mentee and other stakeholders considering the impact on the practice of yourself and others (K2, S2)	
Assessment	
(P) Describe strategies to assess starting points of mentee, including potential barriers to development (K6)	
(P) Explain ways in which starting points can be established and how assessed starting points can be used to establish agreed outcomes of the mentoring process (S6)	
(D) Analyse strategies to assess starting points and ways in which these can be used to establish agreed outcomes of the mentoring process (K6, S6)	

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Assessment criteria	Key points to remember
Monitoring	
(P) Describe how to maintain records of mentoring practice, explaining how you comply with the organisational and legal requirements for recording, storing and sharing personal information (K5, S5)	
(P) Explain the ways in which you monitor and reflect on your own mentoring practice and supervision to develop self (K15, S13)	