

Highfield Level 3 End-Point Assessment for ST0148 Learning 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
KS1: Advice, guidance and supervision all support a positive impact on learning (III)		
KS2: Communication skills are effective in supporting mentoring (II, III, IV)		
KS3: Evidence of collaborating with education and workplace colleagues in structuring meaningful workplace learning (I, II, IV)		
KS4: Evidence of liaison with education colleagues to support formative and summative assessment (I, II, IV)		
KS5: Issues relating to learner progress and well-being are noted for referral to appropriate others (I, II)		
KS6: Feedback from appropriate others is taken account of when reviewing the learner's progress and achievement (I, II)		
KS7: Records of mentoring comply with organisational and legal requirements (IV)		

KS8: Learners action plans are updated with support from colleagues, where appropriate (I, II, IV)		
KS9: The learner's safety (and relevant others) is monitored and, where necessary, reported (V)		
KS10: Advice, guidance and supervision reflect valid and current vocational skills and knowledge (V)		
KS11: Mentoring practice complies with internal and external quality assurance requirements (V)		
a: The mentor's conduct serves to inspire and motivate the learner (VI)		
b: The mentor's conduct is both ethical and legal and fulfils expectations of 'professionalism' (VI)		
c: Individual differences are clearly valued and equality and inclusion promoted (VI)		
d: The mentor is able to maintain focus, self-control and adaptability when dealing with a difficult mentoring session (VI)		
e: The mentor models and encourages mutual respect, at all times (VI)		

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