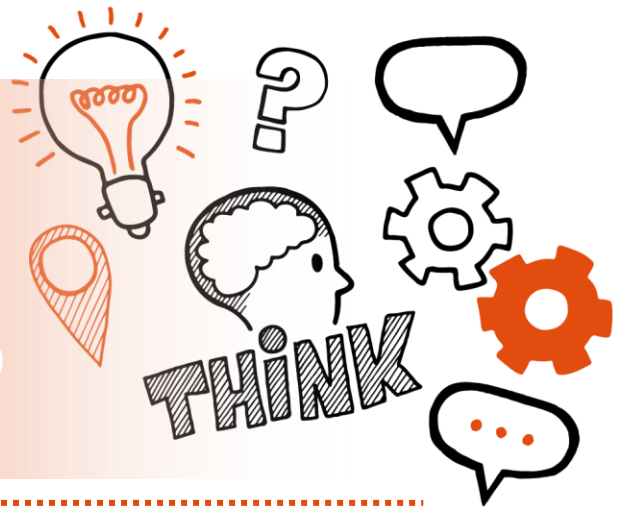


Think about
Professional discussion

Level 3 ST0148 Learning Mentor V1.0
AP01



On the day of this assessment you will carry out:



A 60-minute (+/-10%) professional discussion



Face-to-face



In a suitable, controlled environment free from distraction



With an end-point assessor, there may also be a sector/specialist advisor present



Key point

You will have already submitted your showcase portfolio, and this will have been marked by the end-point assessor.



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 any questions that your assessor may ask



Don't

- Forget to bring your ID
- Forget to plan
- Forget to bring your showcase to refer to during the professional discussion



Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results



Resits

- If you do not achieve a pass result on the professional discussion, you can resit the assessment





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

(P) indicates pass criteria

Assessment criteria	Key points to remember
Professional Discussion	
<p>(P) Understand the role of the Mentor within standard practices of the workplace:</p> <ul style="list-style-type: none">• the roles making up the learner support team across the workplace and provide institutions• the relationships between these and the mentor role within that team.	
<p>(P) Liaise with colleagues and relevant stakeholders:</p> <ul style="list-style-type: none">• to meet learning needs through structured programmes of personal and sector development;• to inform of off-job training priorities;• following procedures for reporting sector, special and pastoral support needs	



<p>(P) Provide or signpost valid information and expert advice and guidance, ensuring an up-to-date knowledge of:</p> <ul style="list-style-type: none"> • education and career progression opportunities(or how to access this); • workplace practice and expectations; • additional Learner Support funding, where relevant. 	
<p>(P) Support the learner in the acquisition of knowledge, skills and understanding:</p> <ul style="list-style-type: none"> • use appropriate interpersonal skills to advise learners how to get the most from their learning and to support progression and achievement; • maintain appropriate records to support the learner's development. 	
<p>(P) Maintain the quality and safety of provision</p> <ul style="list-style-type: none"> • maintain the quality and currency of own professional skills and knowledge; • support quality improvement; • ensure learners' safety and safeguarding requirements; • comply with relevant organisational guidelines and legislation. 	



<p>(P) Understand and demonstrate professionalism in all aspects of the role.</p>	
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V2

