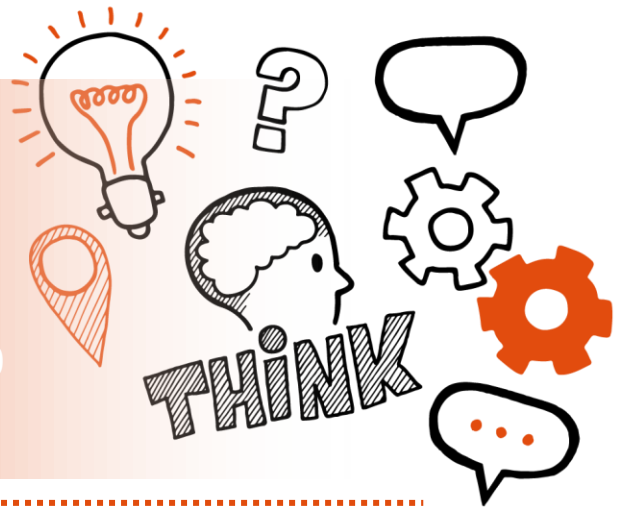


Think about

Learning Mentor Observations with
Q&A

Level 3 ST0148 Learning Mentor V1.0
AP01



On the day of this assessment you will carry out:



Two 1-hour observations (+/-10%)



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 must deliver 2 sessions with a minimum of 2 different
attendees during the observation.**



Do

- Review the criteria associated with the learning mentor observations with Q&A- 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 follow-up questions that your assessor may ask



Don't

- Forget to bring your ID
- Forget to plan
- Forget to reflect on your experience and learning on-programme



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 learning mentor observations with Q&A you can resit the assessment





Use the table below to plan and prepare for the learning mentor observations with Q&A

(P) indicates pass criteria

Assessment criteria	Key points to remember
Learning Mentor Observations	
(P) Advice, guidance and supervision all support a positive impact on learning	
(P) Communication skills are effective in supporting mentoring	



<p>(P) Collaborate with education and workplace colleagues in structuring meaningful workplace learning</p>	
<p>(P) Liaise with education colleagues to support formative and summative assessment</p>	
<p>(P) Note issues relating to learner progress and well-being for referral to appropriate others</p>	



(P) Take account of feedback from appropriate others when reviewing the learner's progress and achievement

(P) Records of mentoring comply with organisational and legal requirements

(P) Update learners action plans with support from colleagues, where appropriate



<p>(P) Monitor and, where necessary, report the your own safety (and relevant others)</p>	
<p>(P) Advice, guidance and supervision reflect valid and current vocational skills and knowledge</p>	
<p>(P) Mentoring practice complies with internal and external quality assurance requirements</p>	



(P) Your conduct serves to inspire and motivate the learner

(P) Your conduct is both ethical and legal and fulfils expectations of 'professionalism'

(P) Clearly value individual differences and promote equality and inclusion



(P) Maintain focus, self-control and adaptability when dealing with a difficult mentoring session	
(P) Model and encourages mutual respect, at all times	

V2

