

Think about Professional discussion and Showcase Portfolio Level 3 Learning Mentor AP01



On the day of this assessment, you will carry out:



A 60-minute professional discussion



Face-to-face



Under exam conditions



With an end-point assessor, there may also be a subject specialist adviser present if you work in a specialist sector



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
- Ensure a quiet room is available and that there are no interruptions or distractions
- Bring your showcase with you to the assessment
- Reflect on your on-programme learning and experience



Don't

- Forget to plan
- Forget to tell your colleagues that you are being assessed
- Forget to review and remind yourself of the contents of your showcase



Next steps

- Results can take up to 12 working days to be confirmed.
- Your manager/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

Standard criteria	Key points to remember
<p>An understanding of the role of the mentor within standard practices of the workplace:</p> <ul style="list-style-type: none">• the roles making up learner support team across the workplace and provider institutions• the relationships between these and the mentor role within that team	

**Liaising with
colleagues
and relevant
stakeholders:**

- 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

Providing or signposting valid information and expert advice and guidance, ensuring an up-to-date knowledge of:

- education and career progression opportunities (or how to access this)
- workplace practice and expectations
- additional learner support funding, where relevant

Supporting the learner in the acquisition of knowledge, skills and understanding:

- using appropriate interpersonal skills to advise learners how to get the most from their learning and to support progression and achievement
- maintaining appropriate records to support the learner's development

Maintaining the quality and safety of provision:

- maintaining the quality and currency of own professional skills and knowledge
- supporting quality improvement
- ensuring learners' safety and safeguarding requirement
- complying with relevant organisational guidelines and legislation

Understanding and demonstrating professionalism in all aspects of the role

