

# **Portfolio Matrix**

# Highfield Level 4 End-Point Assessment for ST1379 Learning and Skills 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
<b>K1</b> : The roles and responsibilities of a		
mentor, understanding the organisational		
and professional boundaries, legal and		
ethical requirements, including		
safeguarding (PP1)		
<b>K2</b> : How to establish and manage a		
mentoring contract (C3, <i>C6</i> )		
<b>K3</b> : How to plan for mentoring sessions		
and review and revise action plans (PP2)		
<b>K5</b> : Organisational and legal requirements		
for recording, storing and sharing		
personal information (M2)		
<b>K6</b> : Strategies to assess starting points of		
the mentee, including potential barriers to		
development (A1, <i>A3</i> )		
<b>K10</b> : The impact of their own values,		
beliefs and behaviours on mentoring		
practice (PP3, <i>PP6)</i>		

K11: How to provide accurate and	
relevant vocational/pastoral advice and	
guidance to meet mentee needs, including	
points of referral to other professional	
services (C4)	
<b>K14</b> : Opportunities for continuing	
professional development (PP1, <i>PP7</i> )	
<b>K15</b> : The role of supervision in supporting	
the mentor (M3)	
<b>K16</b> : Evidence-based practice informed by	
own research (PP5, <i>PP8)</i>	
<b>S2</b> : Establish and maintain mentoring	
contracts with mentees and where	
relevant, other stakeholders (C3, <i>C6</i> )	
<b>S5</b> : Maintain records of mentoring	
practice, complying with quality,	
confidentiality and data protection	
requirements (M2)	
<b>S6</b> : Establish and use assessed starting	
points to establish agreed outcomes of	
the mentoring process (A2, A3)	
<b>S13</b> : Monitor and reflect on own	
mentoring practice, including feedback	
from supervision, to develop self (M3)	
<b>\$14</b> : Apply evidence based mentoring	
practice informed by own research (PP5,	
PP8)	
<b>B3</b> : Be resilient and adaptable when	
dealing with challenge and change,	
maintaining focus and self-control (PP4,	
PP6)	
<b>B5</b> : Committed to improving their own	
professional practice in relation to	
mentoring (PP1)	

### **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