

## Think about Learning Mentor Observations Level 3 Learning Mentor AP01



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



Two 1-hour observations



Face-to-face



In a suitable assessment environment



With an end-point assessor and your two learners



### Key point

You may also be joined by a subject specialist adviser, if you work in a specialist sector, their role is to advise and clarify any areas for the end-point assessor.



## Do

- Review the criteria associated with the learning mentor observations – this can be found in the EPA kit
- Ensure that the learning mentor sessions can be carried out in an appropriate location to ensure privacy
- Use the planner to plan how you will demonstrate the skills you have that are associated with the learning mentor observations
- Ensure that you seek permission from each learner before the assessment takes place and make them aware that they will be recorded
- Be prepared to answer questions on activities not observed and follow-up questions that clarify your responses



## Don't

- Forget to plan
- Forget to bring your ID
- Forget to adhere to the timings you have been given and let your learners know when the observations will be taking place



### 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 observation you can resit the assessment



## Use the table below to plan and prepare for the learning mentor observations

Standard criteria	Key points to remember
Advice, guidance and supervision all support a positive impact on learning	
Communication skills are effective in supporting mentoring	
Evidence of collaborating with education and workplace colleagues in structuring meaningful workplace learning	
Evidence of liaison with education colleagues to support formative and summative assessment	

Issues relating to learner progress and well-being are noted for referral to appropriate others

Feedback from appropriate others is taken account of when reviewing the learner's progress and achievement

Records of mentoring comply with organisational and legal requirements

Learners action plans are updated with support from colleagues, where appropriate

**The learner's safety (and relevant others) is monitored and, where necessary, reported**

**Advice, guidance and supervision reflect valid and current vocational skills and knowledge**

**Mentoring practice complies with internal and external quality assurance requirements**

**The mentor's conduct serves to inspire and motivate the learner**

**The mentor's conduct is both ethical and legal and fulfils expectations of 'professionalism'**

**Individual differences are clearly valued and equality and inclusion promoted**

**The mentor is able to maintain focus, self-control and adaptability when dealing with a difficult mentoring session**

**The mentor models and encourages mutual respect, at all times**

