

Learning Mentor Apprenticeship Standard

The **Learning Mentor Apprenticeship Standard** develops the skills required to support learners of all ages, and levels, to develop within a new work role. These learners may be, for example, apprentices, trainees or new recruits (ranging from young entrants, to new CEOs) in the workplace, or in any vocational learning environment. It is a Level 3 standard typically linked to job roles like Learning Mentor, Learning Support and similar.

What skills do staff develop?

Individuals develop professional competence in many areas by completing the Learning Mentor Apprenticeship Standard. These include:

Communicating effectively	Planning and implementing meaningful learning and work experiences
Complying with quality assurance requirements	Providing accurate and relevant advice and guidance
Continuing professional development	Reporting on the well being and progress of learners
Demonstrating active listening and questioning skills	Maintaining accurate records
Liaising with assessors, coaches and teachers to support assessments	
Maintaining accurate records	

Also, the apprentice can improve their maths and English skills if they have not already achieved level 2 standards. The apprentice will also complete Level 1 Safeguarding.

Duration Typically, 12 months

Structure of Apprenticeship

Phase 1 Initial assessment

The initial assessment is a pre-course review to plan the candidate's training programme. Specifically, it provides the scope to develop a tailored programme which allows the candidate to acquire and practice the particular skills they need for the job role.

Phase 2 Training

Here, the apprentice undertakes a programme of on and off-the-job training which develops the skills of a competent Learning Mentor. Training fits round around working routines. TRS trainers are on hand to offer ongoing support.

Phase 3 Gateway

The Gateway is a review stage towards the end of the apprenticeship when apprentice, employer and TRS trainer get together to see if any additional training or skills practice is needed.

Phase 4 End Point Assessment

The apprentice is assessed by an independent organisation to see if they have reached the required standards.

Progression options after apprenticeship

After completion, the candidate can effectively carry out learning mentor roles. They could progress further within their vocation specialism and/or into roles involving the assessment and coaching of vocational learners. They may also be eligible to progress onto a full teaching role within an education and training provider organisation. As an option, they can continue to improve their skills with an Assessor Coach Apprenticeship Standard.

Funding

For small and medium businesses that do not pay the apprenticeship levy, the Government funds 95% of the apprenticeship. The employer pays the other 5% plus the apprentice's wages. Larger firms that pay the levy can meet 100% of the costs using their levy funds.

Why choose apprenticeships?

- Address skills shortages
- Increase staff loyalty, motivation and productivity
- Tap into available funding
- A way of ensuring quality standards in your business

Why choose TRS?

- Approved by Government to deliver apprenticeships
- Expert advice for businesses on apprenticeship funding
- Niche manufacturing and logistics industry expertise
- Many years' experience of successfully delivering apprenticeships
- Our trainers can be located onsite at employer premises
- Free recruitment service

Further information

If you have staff you want to enrol onto the **Learning Mentor Apprenticeship Standard**, or you want to recruit apprentices into this role, please contact MD Kevin Birch on 01744 809 010 or email kevinB@trstraining.net

[View more information on Institute of Apprenticeships website](#)

