



North Tyneside Council

Learning Mentor Apprenticeship

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or to apply online go to
www.northtyneside.gov.uk/ala

In order to enrol on this apprenticeship, you **must** be in paid employment in a learning mentor role, which allows you the opportunity to meet the full requirements of the level 3 apprenticeship. Your role **must** allow you to support apprentices, trainees or new recruits in the workplace, or in any vocational learning environment. To qualify for entry onto this apprenticeship you will already hold 5 good GCE's including maths and English or equivalent level 2 and a sector based vocational qualification in your area of expertise. You will be assessed before starting the programme to make sure it is right for you. To apply for an apprenticeship, visit the following site:
<https://www.gov.uk/apply-apprenticeship>

What will I learn on this course?

You will learn knowledge, behaviours and skills through blended learning, consisting of group training sessions, digital learning and tutorials carried out in the workplace.

- With coaching and support from your employer and your tutor, you will apply the knowledge, behaviours and skills to your organisation's standards and to your specific administrative role to meet the requirements of the apprenticeship.
- You will require an allocation of 20% off the job training time to enable you to complete coursework and assignments.
- At the 12-month stage of your 14 month programme you will be prepared for the apprenticeship Gateway and End Point Assessment. This will involve a 2-week intensive period of study, revision and tutorials with your assigned tutor.
- To complete your apprenticeship, you will be required to support the knowledge and behaviours of your learners through practical and pastoral support and guidance. You will collaborate with colleagues or other professionals and Human Resources to meet learners' needs to help them reach their potential. You will learn effective communication skills, how to contextualise learning of individual learning programmes, the role of the assessor, coach and learning mentor, organisational requirements of recording, storing and sharing information, recognising when a learner is at risk and quality assurance processes.
- You will achieve level 1 Safeguarding qualification before entering Gateway.



- As part of your end point assessment, you will take part in an observation with follow up questions and carry out a professional discussion informed by a showcase of exemplary practice

More information can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-mentor/>

Assessment

End Point Assessment Centre: NCFE/Cache

Your knowledge, skills and behaviours will be assessed at the end of your apprenticeship, by an observation and questions and a professional discussion.

You will be required to keep a learner journal throughout your programme and submit assignments according to deadlines.

Course Length

The Advanced Apprenticeship in Learning Mentor is completed within 14 months so you must be employed for this length of time.

Attendance

You will be working in a learning mentor role receiving on the job coaching and training in the workplace and attend the training centre for knowledge training sessions. You will be using digital learning materials and will be required to complete tasks and upload these to your e-portfolio, during allocated off the job training. This training will all be during your contracted hours of work.

What else do I need to know?

The course will extend your knowledge, skills and abilities, which in turn will enhance your career prospects enabling you to be a valuable part of any business. All training materials will be provided at the training centre.

What could I do next?

You could move on to an Associate Project Manager or Team Leader apprenticeship.