



**FAQ LEVEL 4 AWARD IN**

# **PREPARING FOR THE MENTORING ROLE (RQF)**

## **OVERVIEW SPECIFICATION**

Qualification Numbers: **610/2822/8**

Qualification Reference: **L4APMR**



**FutureQuals**



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## Document Details and Version History

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Document Details	
<b>Document Name</b>	FAQ Level 4 Award in Preparing for the Mentoring Role (RQF) Full Qualification Specification
<b>Purpose of Document</b>	To confirm requirements and provide guidance regarding the administration, delivery and assessment of this qualification.
<b>Document Version Number</b>	v1.3
<b>Document Owner</b>	The Development Team
<b>Date Version Approved</b>	11.10.24
<b>Next Scheduled Review Date</b>	01.07.25

Version History			
<b>New Version Number</b>	<b>Date Amended</b>	<b>Section/Page Number Amended</b>	<b>Details of Amendment(s)</b>
v1.1	19.08.24	Qualification Resources	Reading materials updated
v1.2	09.09.24	Progression, and Assessment Principles	Update to LSDIT
v1.3	11.10.24	Qualification Resources	Recommended Reading updated

## Introduction

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### *Introduction to FutureQuals*

FutureQuals is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

### **Our Values**

Visionary | Supportive | Innovative | Professional

### **Our Vision**

“We envisage a place in which every Learner achieves their full potential.”

### **Our Mission**

“To provide Learners, Centres and Organisations with respected, valued, inclusive and quality-assured qualifications and assessments.”

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

A full list of our qualifications and end-point assessments can be found on our website: <https://www.futurequals.com>

### *Introduction to Qualification Specification*

Welcome to the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** Overview Qualification Specification.

The aim of this specification is to confirm requirements and provide guidance to our Centres regarding the administration, delivery and assessment of this qualification. It is recommended that you study this specification in detail, becoming fully conversant with the procedures and accompanying documents.

This specification is a live document and will, therefore, be reviewed and updated. Centres will be notified when changes are made. It is the responsibility of the approved Centre to ensure the most up-to-date version of the specification is in use.

### ***Publication Information***

Every effort has been made to ensure that the information contained in this document is true and correct at the time of publication. However, FutureQuals products and services are subject to continuous development and improvement. We, therefore, reserve the right to change these products and services from time to time. FutureQuals cannot accept liability for any loss or damage incurred from the use of information in this publication.

Any changes and updates will be documented in the version history of this specification.

## Qualification Information

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<b>Qualification Title:</b>	FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)
<b>Qualification Level:</b>	4
<b>Qualification Product Code:</b>	L4APMR
<b>Qualification Number:</b>	610/2822/8
<b>Qualification Type:</b>	RQF
<b>Regulated by:</b>	Ofqual

### ***Purpose and Aims***

The purpose of the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** is to provide Learners with the knowledge and understanding required to work in the role of mentor effectively and ethically, and to understand the various aspects and contexts of mentoring.

This qualification is aimed at individuals who work, or intend to work, as a mentor.

This qualification forms part of the FutureQuals Education, Training and Assessing Suite.

### ***Qualification Size and Registration Length***

Minimum credits required to achieve this qualification: **3**

Guided Learning (GL) for this qualification: **15 hours**

Total Qualification Time for this qualification (TQT): **30 hours**

Registration Length: **6 months**

### ***Qualification Fees***

Please visit our website for information on registration fees, applicable assessment resit fees or to view our *Fees and Pricing Policy*.

### ***Funding Information***

The **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** may be eligible for public funding, as determined by the Department for Education (DfE).

For information regarding potential sources of funding, please contact your local funding office.



### **Qualification Structure - Components, Rules of Combination and Requirements**

To achieve the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)**, Learners must meet the rules of combination.

<b>Group M - Mandatory Component</b>					
<b>Component Number</b>	<b>Component Reference</b>	<b>Component Name</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Component Level</b>
1	L/505/0189	Preparing for the Mentoring Role	3	15	4

**Rules of Combination** - Learners must achieve the Component in *Group M - Mandatory Component*.

## Qualification Assessment

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The purpose of assessment is to ensure that effective learning has taken place and to provide Learners with the opportunity to present evidence demonstrating how they have met the learning outcomes and assessment criteria.

### ***Method of Assessment and Assessment Strategy***

Assessments are internally set, internally marked, internally quality assured and externally quality assured by FutureQuals.

All evidence produced by the Learner must be their own.

### ***Assessment Principles***

FutureQuals will always publish Assessment Principles, whether they have been developed by a Sector Skills Council (SSC) or are FutureQuals' own. The latest version of the generic FutureQuals Assessment Principles is available on the FutureQuals website and should be used in conjunction with any qualification-specific Assessment Principles.

You can view the *FutureQuals Assessment Principles* here:

<https://www.futurequals.com/assets/AssessmentPrinciples.pdf>

Any Assessment Principles specific to a qualification will always be reproduced in the specification they relate to.

The **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** must be assessed according to the *FutureQuals Assessment Principles*, and the *Level 4 Award in Preparing for the Mentoring Role (RQF) Assessment Principles*, which can be found in Appendix 1.

### ***Grading***

The overall qualification is graded as Pass or Fail.

## Qualification Resources

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### ***Source Reference Tools, Recommended Reading and Further Reading***

In support of delivering the **FAQ Level 4 Award in Mentoring (RQF)**, FutureQuals recognises the use of the current edition of the following publications as recommended source reference tools:

- *The Mentoring Manual* by Emma-Sue Prince and Julie Starr, published by Pearson.
- *The Certificate in Education and Training* by Ann Gravells and Susan Simpson, published by Learning Matters.

### ***Learning Resources, Assessments***

In support of delivering the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)**, FutureQuals has created the following resources:

- *FAQ Level 4 Award in Preparing for the Mentoring Role (RQF) Overview Qualification Specification* (including the assessment principles)
- *FAQ Level 4 Award in Preparing for the Mentoring Role (RQF) Full Qualification Specification* (including the assessment principles)
- *FAQ Level 4 Award in Preparing for the Mentoring Role (RQF) Evidence Log*

The Head of Centre (and staff authorised by the HoC) at Centres approved to deliver this qualification will be provided with access to a SharePoint folder containing the full qualification specification and evidence log.

## **Learner Requirements and Information**

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### ***Entry Requirements***

Learners must:

- be 19 years of age (or older) on the first day of teaching

There are no formal qualification entry requirements that Learners must complete prior to completing the qualification. Learners will, however, need to have minimum core skills in literacy, numeracy and ICT to successfully complete the qualification. Initial assessment of minimum core skills may be carried out for all Learners commencing the qualification.

### ***Reasonable Adjustments and Special Considerations***

We are committed to improving access for Learners with disabilities and other difficulties, without compromising assessment.

Further details are provided in the *Reasonable Adjustments and Special Considerations Policy*, which can be found on the FutureQuals website.

### ***Identification Requirements***

The following are acceptable examples of proof of a Learner's identity:

- a valid passport (any nationality)
- a national identity card issued by an EU country
- a Gibraltar identity card
- a signed UK photocard driving licence
- a valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g., employee ID card (must be current employer), student ID card or a travel card

### ***Learner Authenticity***

It is a regulatory requirement that assessment evidence is authenticated as the work of the named Learner. Therefore, FutureQuals require that a declaration of authenticity is signed by the Learner for each assessment submitted (this includes e-portfolio systems). If an assessment is conducted online through the XAMS Platform, Learners will also be asked to declare that the assessment attempt is their own.

If a Centre uses their own pre-approved version of a FutureQuals evidence log, the same information must be captured as in the FutureQuals-issued evidence log, i.e., the assessment method, evidence reference, the Assessor's decision (including the signature and date to evidence completion of assessment) and the Learner's declaration of authenticity. The Learner must sign and date the declaration.

### ***Recognition of Prior Learning (RPL)***

RPL is a method of assessing and validating learning, achievement or credit that considers whether a Learner can demonstrate they meet the assessment requirements for a Component. This may be through knowledge, understanding or skills they already possess.

Provided the assessment requirements of a given Component or qualification have been met, the use of RPL is acceptable for the achievement of a Component(s) or a whole qualification. For further information, Centres should refer to the *FutureQuals Recognition of Prior Learning Policy* which can be found on the FutureQuals website.

### ***Requalification***

Once awarded, the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** certificate does not have a specific period of validity. However, as an evolving subject area, periodically retaking the qualification will help to ensure that individuals are working with the most up-to-date information.

### ***Progression Opportunities***

The **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)** can support progression to the following qualifications:

- FAQ Level 4 Certificate in Education and Training
- FAQ Level 5 Diploma in Teaching

Component 1: Preparing for the Mentoring Role is common to both this qualification and the *FAQ Level 4 Certificate in Education and Training*. Learners can, therefore, use this achieved Component towards the *FAQ Level 4 Certificate in Education and Training* and will not be required to retake the Component.

## Centre Requirements and Information

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### ***Legal Requirements***

Approved Centres are responsible for ensuring that:

- the learning environment is safe for all Learners; risk assessments are in place and that health and safety is responsibly managed
- all aspects of GDPR are met
- Learners are able to progress in a respectful environment, free from bullying and harassment
- all safeguarding requirements are met
- all Learners are told how to find and use their Centre's safeguarding, data protection, equality and diversity and appeals policies/processes/procedures.

### ***Workforce Requirements***

In order to deliver, assess and quality assure the **FAQ Level 4 Award in Preparing for the Mentoring Role (RQF)**, Centres must first have applied for, and received, approval to offer the qualification.

Centres must have in place appropriately experienced and qualified staff. This includes Tutors, Assessors, Invigilators and Internal Quality Assurers (IQAs). All workforce requirements can be found in *Appendix 2 – FAQ L4APMR Assessment Principles*

## Component Specifications – Mandatory Components

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### Component 1: Preparing for the Mentoring Role

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**Component Reference Number: L/505/0189**

Credit Value: 3

GL: 15 hours

Level: 4

#### Component Summary

The purpose of this Component is to assess the knowledge and understanding required to work as a mentor. It covers the responsibilities, skills and qualities required to mentor ethically and professionally, understanding the use of mentoring in a specific context, and how to identify client goals and outcomes.

#### Required Reading

Information regarding required reading can be found in the *Source Reference Tools, Required Reading and Further Reading* section of this qualification specification.

#### Learning Outcomes and Assessment Criteria

<b>Learning Outcome - The Learner will:</b>	<b>Areas Covered:</b>
1. Understand own role and responsibilities in relation to mentoring	Mentoring role skills and qualities
	Values, behaviours, attitudes and emotional awareness
	Mentoring relationship ground rules and boundaries
	Ethical and professional standards
	Building a client relationship
2. Understand the use of mentoring in a specific context	The benefits of mentoring in a specific context
	Individual learning and development mentoring impact
	Legal and organisational requirements
	Sources of available support
	Mentoring session environment
3. Understand how to identify client goals and outcomes	Agreeing client outcomes and goals
	The role of a mentoring agreement
	Client records of interaction and progress
	Client responsibility and autonomy

## Enquiries

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### **Contact Us**

Any enquires relating to this qualification should be addressed to:

Future (Awards and Qualifications) Ltd  
EMP House  
Telford Way  
Coalville  
Leicestershire  
LE67 3HE

Tel: **01530 836662**

E-mail: **customersupport@futurequals.com**

Website: **<https://www.futurequals.com>**

### **Data Protection**

FutureQuals take the protection of data seriously. Please see our *Data Protection Policy* which complies with the current legislation on data protection and can be found on our website.

### **Conflict of Interest**

For details regarding conflicts of interest, see the FutureQuals *Conflict of Interest Policy*, which can be found on our website.

### **Appeals**

Approved Centres must have an appeals policy in place to support and manage Learners who wish to appeal against their assessment decisions. Appeals may relate to assessment decisions being incorrect or assessment not being conducted fairly.

If Learners remain dissatisfied with the outcomes following the completion of the Centre's appeals procedure, they should contact FutureQuals directly.

### **Feedback**

Your feedback is very important to us. We're always open to suggestions for enhancing and improving our services, products and systems.

Please email us at [customersupport@futurequals.com](mailto:customersupport@futurequals.com) or call us on 01530 836662.



## **Complaints**

FutureQuals aims to constantly monitor the levels of service provided and report on performance indicators on a regular basis. We will endeavour to be open about the levels of service we aim to offer to all our customers.

However, if we fall short of expectations or our own standards, we want to give the opportunity for those affected to provide feedback so we can put things right. Approved Centres must, therefore, have a complaints policy in place to support and manage Learners who wish to make a complaint.

If a Learner remains dissatisfied with the outcomes following the completion of the Centre's complaints procedure, they should then follow the FutureQuals *Complaints Policy*, which can be found on our website.

## **Dealing with Malpractice and Maladministration**

For details regarding malpractice and maladministration, please see the FutureQuals *Malpractice and Maladministration Policy*, which can be found on our website.

## **Key FutureQuals Documents**

The following key documents can also be found on our website:

- *Bribery and Corruption Policy*
- *Centre Guide*
- *Enquiries about Results and Appeals Policy*
- *Fees and Pricing Policy*
- *Instructions for Conducting Controlled Assessments*
- *Public Interest Disclosure (Whistle-blowing) External Policy*
- *Contributory/Signatory Form*
- *QMIS User Guide*
- *XAMS Centre User Guide*

Our *Centre Assessment Standards Scrutiny* can be accessed and downloaded via the link on the QMIS homepage.

## Appendix 1 - Level 4 Award in Preparing for the Mentoring Role (RQF) Assessment Principles

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### 1. Delivering and observing components

1.1 Staff delivering and observing this qualification must be able to demonstrate that they meet all of the following:

- A teaching qualification\*
- Evidence of relevant teaching experience in an education or training context
- Access to appropriate guidance and support
- Ongoing participation in related programme quality assurance processes

\*This does NOT include qualifications that only provide an introduction to teaching, for example, the Level 3 Award in Education and Training or Level 4 PTLLS awards.

<b>Qualifications equivalent to, or higher than, the Level 4 Certificate in Education and Training:</b>
• Advanced Diploma Teaching in Further Education – 2006
• BTEC Professional Certificate in Instructional Techniques - Level 4
• CIPD Certificate in Training Practice - Level 3
• City & Guilds 7306 Further and Adult Education Teachers Certificate - Level 4
• City & Guilds 7307 Certificate in Teaching Adult Learners - Stages 1 and 2
• City & Guilds 7407 - Level 4 - Stage 1
• City & Guilds 7407 - Level 4 - Stages 1 and 2
• City & Guilds L3 Certificate for Learning Support Practitioners
• City & Guilds L3 Certificate in Learning and Development
• City & Guilds L3 Certificate in Supporting Learning
• City & Guilds L5 Diploma in Teaching
• Edexcel L4 Diploma in Learning and Development
• Edexcel/BTEC L3 Certificate in Ambulance Driving Instruction
• EDI Level 3 Certificate in Educational Principles and Practice
• ENB 998: Teaching and Assessing in Clinical Practice
• FETC Stage 1 - Level 4 (old NQF)
• FETC Stage 2 - Level 4 (old NQF)
• FETC Stage 3 - Level 4 (old NQF)
• Generic Certificates in Education (Cert.Ed.), Post Graduate Certificate in Education (PGCE) or equivalent from HEIs in England
• IHCD Ambulance Aid/Clinical Tutor qualification
• IHCD Ambulance Driving Tutor qualification

<ul style="list-style-type: none"> <li>• L3/L4 Certificate in Teaching in the Lifelong Learning Sector</li> </ul>
<ul style="list-style-type: none"> <li>• L4/L5 Diploma in Teaching in the Lifelong Learning Sector</li> </ul>
<ul style="list-style-type: none"> <li>• L5 Diploma in Teaching</li> </ul>
<ul style="list-style-type: none"> <li>• L5 Diploma in Education and Training</li> </ul>
<ul style="list-style-type: none"> <li>• L5 Diploma in Teaching in the Lifelong Learning Sector</li> </ul>
<ul style="list-style-type: none"> <li>• Level Six Principles of Learning and Teaching for Clinical Practice (Ulster University)</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 3 in Direct Training and Support</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 3 in Learning and Development</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 3 in Training and Development</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 4 in Co-ordination of Learning and Development Provision</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 4 in Learning and Development</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 4 in Training and Development</li> </ul>
<ul style="list-style-type: none"> <li>• OCR L3 Certificate in Learning and Development</li> </ul>
<ul style="list-style-type: none"> <li>• OCR L4 Diploma in Learning and Development</li> </ul>
<ul style="list-style-type: none"> <li>• OCR L5 Diploma in Teaching Learners</li> </ul>
<ul style="list-style-type: none"> <li>• OCR L7 Diploma in Teaching Learners</li> </ul>
<ul style="list-style-type: none"> <li>• Pearson/BTEC L5 Diploma in Teaching</li> </ul>
<ul style="list-style-type: none"> <li>• Pearson/EDI L3 Certificate in Learning and Development</li> </ul>
<ul style="list-style-type: none"> <li>• Skills for Life jointly endorsed and approved qualifications integrating generic teacher training with a Skills</li> </ul>
<ul style="list-style-type: none"> <li>• University of Ulster Certificate in Further/Higher Education</li> </ul>

1.2 Staff must also be occupationally competent and technically knowledgeable in education and/or training

## 2. Assessors

All those who assess this qualification must:

- Already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed Learners for other qualifications
- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- Hold one of the following qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment (QCF); or
  - Level 3 Certificate in Assessing Vocational Achievement (QCF); or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and

- show current evidence of CPD in assessment and quality assurance

### **3. Internal Quality Assurance**

All those who are involved with the quality assurance of these qualifications internally must:

- Have up-to-date working knowledge and experience of best practice in assessment and quality assurance: hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment (QCF); or
  - Level 3 Certificate in Assessing Vocational Achievement (QCF); or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF); or
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF); or
  - V1 Conduct internal quality assurance of the assessment process; or
  - D34 Internally verify the assessment process; and
- Show current evidence of CPD in assessment and quality assurance.



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