

Mentoring practice: Advanced mentoring skills for experienced mentors

Whilst participating on the **Advanced mentoring skills for experienced mentors** programme you will be asked to instigate or improve mentoring in your organisation as part of the project to be undertaken during the programme.

This project is additional to the minimum of 40 hours of mentoring activity you are required to undertake within your organisation. This offers you the opportunity to implement some of the mentoring skills and models you have been exploring on the programme. It also gives you the chance to set up or make improvements to the mentoring arrangements in your organisation.

1) Who should I mentor?

You will be mentoring teachers or trainers within your organisation. Ideally, you should mentor at least one practitioner who is new to teaching or training. You cannot count time spent mentoring learners towards the minimum of 40 hours.

2) How do I arrange my mentoring practice?

Initially, speak to the grant lead within your organisation – this is the person who reports to ETF on how the grant of up to £6,000 is supporting your participation in the programme and your completion of the 40 hours of mentoring practice. They should be able to help you identify colleagues who you will mentor and support any improvement work you are undertaking.

3) What if I can't find enough people to mentor?

If having spoken to your grant lead, there are continuing problems with arranging your mentoring hours, please email us outlining your situation:

mentoringETF@etfoundation.co.uk

4) How do I record the mentoring hours I have undertaken?

Talk to your grant lead about a suitable approach to logging your mentoring hours. You will be asked to submit a log as part of the supporting evidence for each 6 week reporting period for the grant spend. There is a template provided in the progress report they are required to complete and return to ETF. The log should include the dates the mentoring took place, how long it took including preparation time and a recognisable field with whom it was with, either their initials, job title and department or code.

5) What activities count towards my mentoring hours?

The mentoring activities you undertake may vary depending on where you work and who you are mentoring. Here is an indicative list of the types of activities that count towards your mentoring hours:

- Undertaking a needs analysis or review with regards to the mentoring arrangements in your organisation
- Drafting documents and plans to set up or improve the mentoring in your organisation
- Undertaking an evaluation of the mentoring arrangements in your organisation

- Running a training session or meeting in order to bring about improvements to the mentoring provision in your organisation
- Preparing to meet your mentee (e.g. planning questions you want to ask, deciding which model or approach to adopt, finding useful resources you would like to discuss with your mentee).
- Holding an initial 'chemistry' meeting to discover the mentees needs and suitability for engaging in the mentoring meetings
- Holding a one-to-one mentoring meeting with your mentee (virtually, by phone or in-person)*
- Following-up from a mentoring meeting (e.g. sending emails, finding a reference or resource to share, updating your mentoring record sheet)
- Leading a group mentoring session with more than one mentee*
- Observing your mentees teach
- Holding a pre-observation conversation with your mentee to find out about their plans and intentions for the lesson
- Holding a post-observation conversation with your mentee to find out about their initial reflections on the lesson
- Observing another teacher/trainer with your mentee and discussing the lesson together afterwards
- Planning a lesson together

* For each hour of one-to-one or group mentoring meetings we would expect you to spend approximately 30 minutes preparing for and/or completing follow up actions. This time can count towards your mentoring hours.

6) What activities do not count towards my mentoring hours?

The following list shows examples of activities which do not count towards your mentoring hours. Again, this is indicative, rather than exhaustive.

- Chairing meetings
- Running training sessions (with the exception of the example listed above)
- Mentoring of managers (as this programme is for mentors of teachers/trainers)
- Mentoring of learners (as this programme is for mentors of teachers/trainers)
- Mentoring people outside your organisation (unless you have approval from ETF to mentor teachers/trainers at another FE provider)

7) When should the mentoring activities be completed?

You must complete all of your mentoring activities by the 28th February 2022 and should start planning for this from the start of the programme. You are expected to complete the first 10 hours of your mentoring activities by 30th November 2021.

8) Who should be informed and when should they be informed with how many mentoring hours have been completed?

The grant lead from your organisation is required to participate in 6-weekly reporting calls with the ETF. You are required to notify your grant lead of how many mentoring hours (and programme participation) you have completed within each reporting period.