

# MENTORING AGREEMENT

**The mentor role**

Your mentor can help and support you by acting as a confidential sounding board, give you feedback, help you to set targets and assist your personal development. It is also possible that your mentor can introduce you to contacts or organisations that could help with work experience.

Please bear in mind that an effective mentor does not normally provide you with answers; instead she tends to ask questions that guide you towards finding your own answers.

# First meeting – ground rules

During your first meeting your mentor will agree ground rules for the mentoring relationship with you. These will include when and how you can meet and how meetings can be cancelled. Your mentor will provide contact details and confirm how and when you can make contact and schedule meetings with her.

# Goal setting

You will probably find it useful to set some goals with the help of your mentor. You can discuss how you will measure progress and whether it would be useful for one or both of you to keep some notes of your meetings.

# Ending the relationship

It is anticipated that the relationship will last for an academic year however it may conclude sooner if:

1. the relationship is fulfilled its purpose because you have achieved your goal
2. either of you feel that you are not developing a valuable mentoring relationship
3. either of you have a change of priorities, location or other commitments which make continuing the relationship difficult

# The MENTOR agrees to:

1. commit to nine mentoring sessions per academic year (equivalent to 1 hour per month) – these can be face to face meetings or remote contact (skype or face time);
2. keep the content of mentoring discussions confidential (unless the mentee reveals something which raises a safeguarding concern\*);
3. give as much notice as possible to the mentee if she has to cancel a meeting;
4. stick to the ground rules established in the first meeting.

\*‘safeguarding concern’ covers information suggesting a risk of harm to you or others

# YOU agree:

1. to commit to nine mentoring sessions per academic year (equivalent to one hour per month) – these can be face to face meetings or remote contact (skype or face time);
2. that you understand the mentor is obliged to report any safeguarding concerns to the college;
3. to give as much notice as possible to your mentor if you have to cancel a meeting;
4. to stick to the ground rules established in the first meeting about contact.

Signature:…………………………………… Signature:……………………………………

MENTOR MENTEE

Date:…………………………………………… Date:…………………………………………..

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Mentor** | |
| Name |  |
| Agreed contact method |  |
| Telephone Number |  |
| Email |  |
| Agreed times for contact |  |

|  |  |
| --- | --- |
| **Mentee** | |
| Name |  |
| Agreed contact method |  |
| Telephone Number |  |
| Email |  |
| Agreed times for contact |  |