

What is mentoring?

Mentoring happens when a more experienced person (the mentor) helps a less experienced person (the mentee) by giving them advice, guidance and support.

In our programme mentors will be helping students at the college to manage their own learning, develop their skills, improve their performance, look forward and become the people they want to be.

Who will I be mentoring?

We will try to match you with a student who needs help with skills or subjects that are your strengths. The student may be a young person (16-25) or you might be matched with a more mature student who is returning to learning and needs some guidance. Some of our students are learning English as a second language and would like help with their written and spoken English as well as adjusting to a new country.

How does it work?

Once you apply you will need to go through the following processes:

- Interview (approx 30 min)
- Criminal Records Bureau check
- References sought
- Training (approx 5 hours)

Once you are trained we will match you with a mentee for an initial commitment of **ten hours** of mentoring:

- A member of the Mentoring Team will attend your first meeting
- You and your mentee decide how often you meet and for how long
- You must meet in a public place (library, café, etc.)
- You and your mentee meet with the Mentoring Team to review how the mentoring is going after 5 hours
- After 10 hours we all review the progress made and you can choose to continue mentoring or to stop
- After 10 weeks we will review the mentoring with you and the mentee and you can choose to continue mentoring or to stop

What are the benefits?

Beside the satisfaction of supporting somebody and contributing to the community, mentors will gain experience that is highly valued in the world of work. The skills developed can be used in advisory and management roles. Mentoring can also increase your confidence and consolidate your own knowledge.

What do I do next?

If you are interested please contact Lynne Trower on 01273 667788 ext 493 or email mentoring@ccb.ac.uk for more information, or complete the attached form and return it to us.

Mentor Application Form Guidance Notes

Please read through the information pack carefully and refer to these Guidance Notes before filling out the application

Please see the table below for examples of poor answers and good answers to the Personal Specification part of the application:

Criteria	Wrong X	Correct ✓
Good communication skills	I am a good communicator.	When I worked on a charity event on my course I gave instructions to team members that were clear and easy to understand.
Reliability and commitment	I'm very reliable.	My attendance at college has been excellent and I have completed all my coursework so far.
Patience and diplomacy	I am good with people.	In my part-time job I have had to deal with difficult customers who complain and I have kept my cool and helped them.
Enthusiasm for learning	I like learning.	I ask questions in class and sometimes read up on things on my own.
Good organisation and time keeping	I'm organised and on time.	I keep detailed notes and use my diary to keep track of my work. I have only been late to lessons once this year.

Think about how you gained your knowledge, skills and experience. Was it through:

- School
- Part-time work
- Voluntary work
- Community work
- School based projects
- Leisure interests (sports clubs, hobbies, etc.)
- Home life
- Training courses

For Office Use Only

Date received by Mentoring Team:

Mentee allocated? Yes No

Date Mentee allocated:

Notes:

city college

brighton and hove

Industry/Community Mentor Application Form

Name

Date of Birth

Address

Contact Number

Email

Occupation (if applicable)

Areas in which you feel you could help a student at City College
(please tick as many as apply to you)

Study and Revisions Skills	<input type="checkbox"/>	Research Skills	<input type="checkbox"/>
Essay Writing	<input type="checkbox"/>	IT Skills	<input type="checkbox"/>
Confidence Building	<input type="checkbox"/>	Course Advice	<input type="checkbox"/>
Other _____ (please specify)		Other _____ (please specify)	

Would you prefer to be a mentor via email? Yes No

If a mentee needed some support with literacy or numeracy would you be happy/able to do this?
Yes No

What do you expect to be doing as a mentor?

Why do you want to be a mentor?

Please detail any experience you have that is relevant to mentoring.

Personal Specification

Please give examples of how you meet the following essential criteria:

Good communication skills

Reliability and commitment

Patience and diplomacy

Enthusiasm for learning

Good organisation and time keeping

Do you consider yourself to have a disability? Yes No

This question is asked to ensure that individuals with disabilities receive the opportunity of an interview if they meet the key requirements for the post. If you have answered yes to the above question, could you please give details on a separate sheet including any practical steps which we should take into account when arranging an interview.

Please provide us with two references (Not relatives or friends). One of which must be your most recent/present employment.

Name:

Occupation:

Address:

Phone number:

Email:

In what capacity do they know you?

Name:

Occupation:

Address:

Phone number:

Email:

In what capacity do they know you?

Applicant's Signature:

Date:

Please return the completed application form to
The Mentoring Team, Room PT2.18, City College Brighton and Hove, Pelham Street, Brighton, BN1 4FA