



MENTORING CHAMPIONS

Institute of Carpenters

For more information, email info@instituteofcarpenters.com.

Overview: August 2024, revised August 2025

The Institute of Carpenters (IOC) received funding from the Construction Industry Training Board (CITB) to enable the development, testing and delivery of the IOC Mentoring Champions programme,

This initiative aimed to encourage and support apprentices and full-time learners at college during their training and into their careers, within wood-related trades and crafts. By engaging the broader community of professionals working in these fields as mentors, the programme sought to facilitate the transition from training to careers in construction. Additionally, it aimed to enhance the perception of careers in construction among college leavers and other groups, encouraging them to enter, remain in, and pursue careers in this industry.

The route to mentees for the Mentoring Champions programme was through IOC member colleges. Initially we were working with 6 colleges taken from the IOC membership with an even geographical spread, but following significant interest this was expanded to 10. It was a requirement of the project that each college nominated 3 full-time learners and 3 apprentices who were studying carpentry and joinery, all had to have IOC student membership.

These students were paired with IOC member volunteer mentors, ensuring they would receive guidance and support from experienced professionals in their field. Mentors were matched with one or two mentees, they did not necessarily need to be from the same college.

The mentors maintained regular proactive contact with their mentees through a secure online platform, allowing the students to engage with their mentors to ask questions and receive timely responses.

Website content

It was decided that a dedicated IOC mentoring website would be created, integrated within the main Institute of Carpenters website. This was developed for us by Emma Peldon at [Video and Web](#)

Contact: Emma Peldon

Tel: 020 7111 1644

Email: emma@videoandweb.com

The website had an online chat facility for safe one-to-one communication between the mentor and their mentee and can only be accessed by individual usernames and passwords which were provided by Video and Web.

So that location was not an issue, all mentoring sessions were arranged via Zoom. Each mentor and mentee had their own individual chat room where they could post the Zoom links and share resources such as photos or videos to give advice or swap ideas.

We included help videos for both mentors and mentees with instructions on how to navigate round the website and how to set up a Zoom call.

Both mentors and mentees were sent an email notification when something had been posted in their chat room.

Safeguarding

For safeguarding purposes all chat rooms were monitored by administrators at the IOC. Should the mentors have had any concerns at all about the wellbeing of a student or apprentice, there was a tab at the top of the home screen where they could contact the safeguarding team at the IOC directly. Each college participating in the scheme had a dedicated College Liaison Officer (CLO) and these concerns could then be passed onto them directly.

The NSPCC have an online course [Safeguarding young adults 16-25 year olds](#). The course takes three to four hours to complete but does not need to be done in one sitting, there is the option to save and close the course as you go along. The format is a combination of video and multiple-choice question assessment.

The course needs to be purchased from the NPSCC and then each user is given their own registration code and instructions as to how to access the course.

However, we found that due to the length of the course some prospective mentors were not engaging with it and after some discussion we decided not to pursue it. Instead, we extracted the

relevant information and provided this to the mentors in pdf format, it is also included under the safeguarding tab on the website. See text below.

SAFEGUARDING 16-25 YEAR OLDS

- * *Information taken from NSPCC Learning – Safeguarding 16-25 year olds: England and Wales*

What is safeguarding?

Safeguarding duties apply to an adult who:

- *has needs for care and support (whether or not the local authority is meeting any of those needs)*
- *is experiencing, or at risk of, abuse and neglect and;*
- *as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect.*

Who is an adult at risk?

The Care Act 2014 for England and the Social Services and Well-being (Wales) Act 2014 define an adult at risk as:

Anyone aged 18 or over who is experiencing or is at risk of abuse or neglect, has needs for care and support and, as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk if it.

What is abuse?

- *abuse and neglect are forms of harm; each can involve inflicting harm or failing to prevent harm*
- *children or adults at risk may be abused in a family; in an institution such as school or college; faith, care, sheltered housing or hostel settings; or community settings such as a sports or activity club*
- *they may be abused by someone they know and trust, or more rarely, by others*
- *they may be abused directly or via the internet*
- *they may be abused by one or more adult or by another child, young person or adult at risk; the abuser may be male or female*

What are the categories of abuse or neglect for young adults at risk?

This list is not exhaustive but can include:

- *physical abuse*
- *domestic violence and abuse*
- *sexual abuse*
- *psychological abuse*
- *financial or material abuse*
- *modern slavery*
- *discriminatory abuse*
- *organisational abuse*
- *neglect and acts of submission*
- *self neglect*

How might you come across a concern about the safety or welfare of a young person?

Examples can include:

You may see or hear a change in behaviour or mood which could occur singly or over a period of time, these might include signs of being unhappy, talking less than usual or aggression that is out of character

A young person may fail to turn up for college or work

A young person at risk may make a disclosure and express or reveal something that makes you worry

You may become concerned about another adult's behaviour towards a young person

Someone else may tell you about a possible concern about a young person's behaviour

How do I respond?

Stay calm – the young person has confided in you because they feel you can be trusted and are approachable, can be trusted and are good at your job

Listen carefully – although it is tempting to interrupt try to get as much information as you can, try to listen actively giving them your full attention

No secrets – if the young person asks you not to tell anyone, explain why you can't keep it secret. It is important to tell them that you are also responsible for ensuring that others are safe and you will have to tell someone who can determine what to do to stop it

Continue at their pace – let the young person tell you at their own pace. Don't rush them or shut them down, but let them continue in the way they choose

Reassure them – these statements might help, "I'm glad you were able to tell me", "It's not your fault, you are not to blame for what happened"

Who do I report any concerns to?

As you go through the mentoring process should you have any concerns at all about the wellbeing of a student or apprentice, please in the first instance contact us immediately and we will liaise with the appropriate College Liaison Officer.

What should I do once I have reported my concerns?

You must record what you have seen, heard and done with your concerns

What information is required?

- *details of the young person*
- *details of the incident, disclosure or concern*
- *the response to the incident, disclosure or concern*
- *consent to share information*

An Introduction to Mentoring

Many of the IOC volunteers had not been involved in mentoring before. We spoke to several companies who offered training on how to mentor and following a meeting with Richard Curtis of [The Mentoring School](#) we decided that a course that could be tailored to those involved in carpentry would be the way forward.

Richard adapted his 'Introduction to Mentoring' video to have specific references to the IOC. This was watched online and took no more than an hour and was a really useful tool to get the mentors started. The mentors were given access to the video by Richard and his team.

Contact: Richard Curtis

Tel: 02381 120010

Email: richard.curtis@rootofit.com

Being a good Mentee

Included on The Mentoring School's website is a free video [Being a good mentee](#). Richard kindly provided us with the link so that this could be included on our help centre on the website.

DBS checks

As we were working with apprentices and learners, it was a requirement for IOC member volunteer mentors to have a DBS check, which we arranged and paid for.

The company we used to do this was [Criminal Records Services](#)

Contact: Deborah Long

Tel: 01942 609365

Email: deborah@criminalrecordsservices.com

Clicksend

We found that some mentees were not picking up their email notifications from the website and were therefore missing communication from their mentors which meant that some meetings were being missed.

We took advice from colleges who informed us that the students were more likely to respond to a text than email. Due to safeguarding issues, we could not give out personal mobile numbers of the mentees to their mentors, so we researched a facility that would allow us to send and receive text messages on their behalf.

By using [Clicksend](#), the IOC had a dedicated number which could be used to send reminders to the mentees that they have a message from their mentor and they need to login to the website to respond. It could also be used to send reminders of times of Zoom sessions.

This method of communicating seemed to work well.

IOC College members

It was decided to work with 10 IOC college members with an even geographical spread throughout the country.

Initial email sent to potential colleges

As I hope you have seen from recent Institute of Carpenters email newsletters, in April we finally secured some grant funding from CITB to start our IOC Mentoring Champions pilot project!

*We are working with IOC members who have volunteered to mentor carpentry and joinery-related learners and apprentices at IOC member colleges. The number of IOC member colleges and IOC student members we can work with for the pilot stage from this September is limited; **we will be able to work with around 10 colleges, mentoring six learners from each college.***

***Please reply as soon as possible to confirm your interest in arranging this mentoring programme for some of your students!** While this is 'first come, first served' (so please reply right away – I'll get back to you asap with more details), we are also looking for a national spread of colleges across the UK, so the sooner you reply, the better! Thank you.*

Email to colleges once they have said 'yes'!

We are now ready to commence the mentoring project with your college and have mentors ready and waiting to be matched with their students/apprentices!

As a reminder, we are looking for 6 students from each college, please see below the information that is required.

- 1. Identify 6 learners – 3 full time and 3 apprentices with a range of abilities*
- 2. The name and age of the student, together with email address and mobile phone number*
- 3. The name and level of the courses that students are on*
- 4. Current learning topics for the term*
- 5. A summary about the student and any challenges they currently have*

All nominated students must have student membership of the IOC as this is a requirement for the mentoring programme. The link to the application form is [here](#)

We look forward to working with you!

Further information sent to colleges

We also put together a 'flyer' for each participating college to give to interested students.
Mentoring what's in it for you?

*The Institute of Carpenters (IOC) is the UK's home for professionals working in wood trades. As a leading national membership organisation, the **IOC provides free IOC membership for students which continues for free for your first year in work.** It helps by offering lots of*

resources including “What Employers Look For” and guidance on starting and running your own business.

In partnership with CITB (Construction Industry Training Board), the IOC has set up the IOC Mentoring Champions programme. **Insert name of college** is one of only 10 IOC member colleges selected from around the country to participate in this programme.

What is a mentor?

A mentor provides guidance, support, and sometimes advice based on their own knowledge, experience, and expertise. The IOC member mentors are based all over the UK and have volunteered to help newly qualifying carpenters and joiners – they are there to listen.

Why do I need a mentor?

Having a mentor gives you support, guidance and encouragement. They can share their own challenges, decision-making and overcoming obstacles, helping you stay resilient. Mentors can also help you identify areas where you could develop skills or grow the knowledge you need to succeed in business.

Many of our mentors are self-employed and run their own businesses. Others are employed in specialist workshops or the wider construction industry. All can provide support to help you to navigate career pathways, set goals, and identify and pursue the right opportunities for you.

Sign me up!

Interested? Tell your tutor today to apply for your IOC mentor.

Students details required

We sent the college a form to complete with the information that was required for each student.

- Name of student/apprentice
- Age
- Email address and mobile number
- Name of course the student is currently on
- Learning topics for the term
- A summary of the student and any challenges they might have

Email with additional information on how the project works

Along with the flyer previously sent to you, we also have a video on our mentoring website which is from The Mentoring School and is ‘How to be a good mentee’ which you could share with your students, the link is [here](#)

To summarise how the project works, each student/apprentice is matched with a volunteer mentor who is a member of the IOC.

The mentoring sessions will all take place over Zoom via a dedicated website. The website address is <https://iocmentors.com/>

Mentees will be given a login for the website, all correspondence with their mentors will be through this. There are chat rooms where they can both post any useful information, ask any questions they may have or upload photos and the times of the Zoom sessions together with the links will all be arranged through this too. There is a help video which they should watch first which will guide them through how it all works.

The mentor and mentee will both receive email notifications if anything is posted in their chat rooms. We also have a facility called Clicksend which we can use to text the students to remind them to login to the website and pick up their messages.

We send a mentor-mentee agreement to each person participating in the project which we ask them to sign. I attach a blank copy of the document so that you can see what the expectations are.

We also have an Expectations Agreement between the college and the IOC, can you let me know who would be the person to sign this document at the college and I will arrange for it to be sent to them via DocuSign.

IOC/College expectations agreement

This agreement outlined the roles, responsibilities, and expectations of both the IOC and the college. It was signed by the President of the IOC and the Principal or appropriate person within the leadership team at the college. It was sent to the college by DocuSign.

IOC MENTORING CHAMPIONS – EXPECTATIONS OUTLINE (IOC and College)

The following document outlines the expectations between the **Institute of Carpenters (IOC)** and **insert college name** for the provision of mentoring support to selected carpentry/joinery learners and apprentices.

Objective:

The IOC and **insert college name** enter into this mentoring agreement to foster a positive learning experience for selected carpentry/joinery learners at the college. The IOC members will serve as Mentors to college learners nominated by their tutors.

1. IOC Terms:

- i. These terms and conditions (the IOC Terms) apply to the mentoring arrangement between the Institute of Carpenters (IOC) and qualifying IOC College Members and their nominated individuals (College Learners) for pro bono mentoring services provided by IOC members.
- ii. Meetings: The Mentee and Mentor will meet through online Zoom calls for around 30-45 minutes every fortnight. Once meeting times are agreed they should not be cancelled by either party unless this is unavoidable. Meetings that are cancelled should be rescheduled. At the end of each meeting a date will be agreed for the next meeting.

iii. Length of Mentorship: Mentoring relationships vary in length depending on circumstances. Our goal is to maintain our relationship for a term at a time with aim of two academic terms for the Mentees. However, either party has the option of discontinuing the relationship for any reason provided the terminating party notifies the other.

iv. Review and Evaluation: Both parties agree to conduct periodic reviews to assess the effectiveness of the mentoring program and make necessary adjustments for improvement.

2. Mentoring Terms of Reference:

i. Institute of Carpenters (IOC)

- a) Provide experienced and qualified carpenters/joiners as mentors.
- b) Share industry insights, knowledge, relevant resources and industry connections with Mentees.
- c) Provide a secure online website www.iocmentors.com to house all key information and communication between IOC Mentors and IOC College Member learner mentees. Access to the login to this website is password protected and limited to the IOC Mentoring Champions project management contact, qualified IOC member mentors and IOC college-nominated mentees. The IOC has retained website support to aid responsiveness to any related issues arising.
- d) The designated IOC mentoring representative will be available to the College Learner and the Mentor at all times during the assignment for further administrative support and non-contentious conflict resolution.

ii. IOC College Member (insert college name)

- a) The IOC College Member will submit a total of six learners to the IOC Mentoring Champions programme, being three full-time college-based learners and three apprentices connected to the college.
- b) The IOC College Liaison Officer (CLO), usually a college tutor, will discuss support needs with potential College Learners and nominate selected Learners to the IOC Mentoring Champions project team for an IOC member mentor (The Mentor) to be assigned.
- c) The learners and apprentices nominated for mentoring under this programme should be from a range of abilities with a genuine interest in carpentry/joinery.
- d) Encourage and support learners to attend scheduled mentoring sessions.
- e) Provide a supportive environment for mentoring within the carpentry/joinery or construction department in coordinating mentoring activities.
- f) Regular communication between the IOC, mentors, college tutors, and learners is vital for the success of this mentoring program. The college agrees to promptly address communication regarding the IOC Mentoring Champions programme.

iii. IOC Mentor

- a) The Mentor, being a current paying member of the IOC with verified experience, will act sensibly and with honour during the assignment.
- b) The Mentor and College Learner Mentee will mutually decide, document, and agree on their pathway. A designated IOC Mentoring Champions project representative will maintain continuity of contact during the assignment.
- c) Commit to regular mentoring sessions as agreed upon.
- d) Dedicate time and expertise to mentorship.
- e) Provide constructive feedback and guidance.

iv. IOC Mentee (learners and apprentices)

- a) Actively engage with the mentor to enhance learning
- b) Attend scheduled mentoring sessions.
- c) Seek guidance and advice when needed.

3. Charges and Payments:

- i. It is a condition of IOC mentoring support that no fees (zero) shall be charged for the mentoring services provided.
- ii. The IOC will meet any reasonable expenses incurred by the Mentor, by prior agreement. The College has no liability for expenses incurred by Mentors associated with their college.
- iii. After the mentoring period, the IOC will consider requests for further mentoring work on a case-by-case basis for pro bono support.

4. Confidentiality:

All aspects of the mentoring assignment will be subject to absolute confidentiality. The IOC undertakes not to divulge confidential information, except under legal requirements or concerns for personal safety or safeguarding. The College accepts that the IOC will publish a report of the work, with the identities of the learners anonymised.

5. Intellectual Property:

The IOC undertakes not to cause or permit any action that may damage or endanger the intellectual property of the College. The College will have no rights to any intellectual property brought to the assignment by the IOC.

6. Liability and Insurance:

- i. Mentoring involves guidance, questioning and opportunities for reflection rather than advising or recommending. Hence, neither the IOC nor the Mentor shall be liable for any loss or damage purportedly suffered as a result of this arrangement.
- ii. The College acknowledges and agrees with these Terms and Conditions, considering the absence of charges for services.

7. Termination and Force Majeure:

In the event of termination before the agreed services are completed, the terminating party shall provide a reasonable explanation to the other party and communicate it to the IOC and College.

Parties shall be released from their undertakings in the event of causes beyond their reasonable control.

8. Law and Jurisdiction:

Agreements under the IOC Terms shall be governed by English Law, and the English Courts shall have exclusive jurisdiction for dispute resolution.

I agree with the principles outlined above and agree to facilitate and support the mentoring services provided by the IOC in in good faith.

IOC Signature

Name:

Date:

IOC College

Name:

Date:

Outreach for Mentors

To identify potential mentors, contact was made with all current IOC members via the membership platform, newsletters and membership communications.

Many of our mentors were self-employed and ran their own businesses. Others were employed in specialist workshops or the wider construction industry and some were retired but wanted to give their time and knowledge to inspire the future generation, we also had a few who were college lecturers. We also approached students who had recently left college and were now running their own businesses.

Email to potential mentors once they have expressed interest

I have put a few useful details below about our IOC Mentoring Champions programme. If you'd like to have a chat about this, just let me know and I'll give you a call at your convenience.

- *The mentoring is by Zoom, so location is not an issue*
- *Mentor/mentees **meet on Zoom every fortnight for 45 minute max. each session for approximately two academic terms***
- *Because we are working with students and learners, we are required for IOC member volunteer mentors to have a **DBS check, which we arrange and pay for***
- *We also provide **two short, basic introductory courses** to get you on board:*
 1. *NSPCC Safeguarding for Young Adults is a **2 page summary with advice on safeguarding**. The key here is awareness and a clear pathway for fast reporting of any concerns*
 2. *an **online video "Introduction to Mentoring" has been created for the IOC specifically for this project. It takes no more than one hour and is really useful to get you started***
- *We then will match you with one or two mentees who will be college learners or apprentices*
- *The selected IOC colleges nominate the student mentees and provide a short summary of information about the student - what course they are on at what level, the topic or project for that term, where they might be working and on what kind of projects etc. They also advise what level the student is performing at, and where support might be useful*
- *You will have access to the mentoring section of www.iocmentors.com, which has a dedicated monitored **online chat ability for safe one-to-one communication between you and your mentee***

*There is no cost to being a mentor, other than a few hours each month. The IOC provides an **annual honorarium of £300 for each mentor** as a small gesture of thanks.*

FIRST STEP

The first step would be for me to arrange your DBS check. We do everything we can to make this as straightforward as possible for our excellent mentors, so with your consent we would make a third-party application on your behalf. If you have any further questions, please do let me know and we look forward to working with you!

Email with information required for DBS check

As discussed, the first step is to get the DBS check completed. We are doing everything we can to make this as straightforward as possible, so with your consent we will be making a third-party application on your behalf.

Two forms of ID are required and together they should confirm your name, date of birth and current address. A photograph of each of these documents will be sufficient and should be returned to me by email.

At least one of the documents must be:

- a valid passport*
- a birth certificate (issued within 12 months of your birth)*
- or a current driving licence photocard (full or provisional).*

Other forms of ID can be something from the first list (that you have not already used) or:

- a mortgage/bank statement*
- credit card statement*
- P45/P60*
- utility bill*
- council tax statement*
- Please note, mobile phone bills are NOT accepted*

We do not need to see the transactions on the bank/credit card statements just the date, the name of the lender/bank and your address.

All documents must be dated within the past 6 months.

If you have lived at any other addresses apart from your current one over the past 5 years please provide details of these together with dates. If you have lived at your current address for over 5 years when did you move in (approximately).

Finally, we will need your National Insurance Number.

The basic DBS check was then applied for using the Criminal Records Services. Once this was complete the mentor would receive a copy of the certificate in the post – a copy of this was then forwarded by them for our records.

Email to send once DBS certificate is received

Thank you for the certificate.

The next steps are to watch a video which is a short Introduction to the Theory of Mentoring which we have developed alongside The Mentoring School.

The course is 45-60 minutes long and covers the following:

- *About the IOC Programme*
- *Building trust with a mentee*
- *Structure of a mentoring conversation*
- *Mentoring activities*
- *Ending a mentoring relationship*
- *Reflective practice*
- *Good practice for mentors*

It is split into separate videos so does not have to be completed in one sitting.

Over the next few days you will receive an email from richard.curtis@rootofit.com which will have your user name and login details.

I also attach a 2-page transcript taken from the NSPCC Safeguarding for Young Adults.

For our records, please could let me know once you have completed both of these.

When we match you with your mentees we like to give them some information about their mentor. Please could you let me have a short paragraph about your career and experience.

Richard Curtis was contacted with the email address of the mentor so that he could send the login details.

We asked each mentor for a short bio which we could then give to their mentees to give them some background information.

Mentor/mentee expectations agreement

This document serves as a formal agreement between the mentor and mentee, outlining the roles, responsibilities, and expectations of each party. By signing this agreement, both the mentor and mentee acknowledge their commitment to a productive and collaborative mentoring relationship.

MENTOR – MENTEE AGREEMENT

The following agreement is made between **Joe Bloggs** and **Jim Smith**.

We are voluntarily entering into this mentoring relationship which we both want to be a productive and rewarding experience.

Expectations: It is expected that the Mentor will provide educational and developmental advice and guidance and both parties will work together to identify the Mentee's personal and professional goals, as well as developing a plan for achieving these goals.

Mentors Responsibilities: To provide guidance, advice and feedback on Mentee's personal or professional development; share personal experiences, best practices and lessons learned to enhance the Mentee's growth; encourage and motivate the Mentee to set challenging goals and strive towards achieving them; respect Mentees opinions, perspectives and confidentiality.

Mentees Responsibilities: Be open and receptive to feedback and guidance; take proactive steps towards achieving personal or professional growth; respect the Mentors time, opinions and availability; maintain confidentiality of discussions shared within the mentoring relationship.

Meetings: The Mentee and Mentor will meet through online Zoom calls for around 30-45 minutes every fortnight. With permission of both parties, mobile numbers will be shared with the IOC only, for the sole purpose of using Clicksend to send text messages to facilitate the setting up of Zoom sessions and to send reminders. Once meeting times are agreed they should not be cancelled unless this is unavoidable. Meetings that are cancelled should be rescheduled and at the end of each meeting a date will be agreed for the next meeting.

Length of Relationship: Mentoring relationships vary in length depending on circumstances. Our goal is to maintain our relationship for a term at a time. However, either party has the option of discontinuing the relationship for any reason provided the terminating party notifies the other.

The Mentor agrees to be honest and provide constructive feedback while sharing insight on their own experiences as well. The Mentee agrees to be open to feedback that the Mentor shares and will respect the insight and experiences shared by the Mentor.

I agree to enter the relationship of Mentor/Mentee in good faith and adhere to the above agreement.

Mentors Signature: insert using docusign

Mentees Signature: insert using docusign

Name: Joe Bloggs

Name: Jim Smith

Date: insert using docusign

Date: insert using docusign

Docusign

Initially we sent the expectations agreements to the colleges and each person via email as a word document which meant that they had to print it off, sign it, scan and return. We soon realised that this was not the most straightforward way to get it signed so investigated other options and decided to send via [DocuSign](#) instead. This also enabled us to send reminders if the document was not received back within a certain time.

Chat room set-up

Once we had the details of the students/apprentices from each college they were matched with suitable mentors.

Emma at Video and Web was contacted with the names and email addresses of the mentor and mentees and the usernames and passwords were set up so that they could access the chat rooms via the websites. The screens that they would see are below:

All Mentor Groups

Forums

Forum	Topics	Posts	Last Post
Conrad_Morton Notes (test mentor) Make a record of your meetings and make general notes	0	0	No Topics
Dakota Henderson (test mentee)	0	0	No Topics
Austin Dickson (test mentee)	0	0	No Topics

Conrad_Morton Notes (test mentor)

Conrad_Morton Notes (test mentor)

Subscribe












This forum is empty.

There are currently no forums available

Create New Topic in "Conrad_Morton Notes (test mentor)"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

B *I*           

Dakota Henderson (test mentee)

Dakota Henderson (test mentee)

Subscribe











This forum is empty.

There are currently no forums available

Create New Topic in "Dakota Henderson (test mentee)"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

B *I*           

Notify me of follow-up replies via email

Email to send to mentors with details of mentee match

We are now ready to match you with your first mentee, **name and college**. We have asked his tutor for some brief information about him.

Include here information provided by the college.

As you know, the mentoring sessions will all take place over Zoom via a dedicated website.

The website address is <https://iocmentors.com/>

User name:

Password:

Alternatively, you can use your email address as the username when logging in. Once you have logged in please reset your password via the profile link. The site will then send you a new password, you could also upload a profile picture at the same time.

We suggest that the mentoring sessions take place every 2 weeks. Each free Zoom session is 40 minutes, so this would probably break down as 30 minutes listening and 10 mins wrap-up and planning the next session.

There is a help video which you should watch first which will guide you through how it all works. All correspondence with **name of mentee** will be through this website, there are chat rooms where you can both post any useful information, ask any questions you may have or upload photos and the times of the Zoom sessions together with the links will all be arranged through this too.

You will both receive email notifications if anything is posted in your chat rooms. If you do have any issues with making contact with **name of mentee** or if he is not responding to Zoom invitations please let me know. We have his mobile number and have the facility to send a text message to him via Clicksend with a reminder to check into the website. Please also add the number 07XXX XXXXXX under IOC in your contacts in case we need to text you with an update.

Hopefully, once you get up and running it will all become clear how to use it, but if you do have any problems please send me a screenshot of the issue and we will try and help!

We will send you separately by DocuSign the Mentor-Mentee Expectations Agreements for signature and return to me, this could be a good starting point for your initial Zoom call.

We look forward to hearing how you are getting on.

Mentors suggested talking points and structure

We put together some suggested talking points and discussion topics for the first session between the mentor and mentee. These points were designed to help break the ice and set the stage for a productive and meaningful mentorship.

Remember: Be guided by your mentee! What do they want to focus on?

Suggested talking points and structure for your first meetings

Start with a brief introduction about yourself and ask the mentee to do the same.

Talking through the mentee-mentor agreement that you have signed could be a good starting point for your initial discussion.

What is the mentee hoping to gain from the sessions? How do you feel you can help them?

Are there any specific aspects of their course that they would like to talk through for extra guidance and support?

First session suggestions:

- Introductions – Mentor to start
- Talk through the Mentee-Mentor expectations agreement
- What is on your Mentee's mind? How can you help? Listen, guidance, suggestions – how are these being received?
- What could be a good goal for your mentoring? How could you both achieve this?

Sharing of work and resources

We have found that other mentors/mentees like to share photos of what they are currently working on. These can be posted in the chat rooms on the website. You could encourage this so that you can see their workmanship and it will develop into a talking point.

You can see how to do this on the Mentor help video [here](#)

Some mentors have shared additional resources such as suggestions of books or social media such as Instagram or YouTube videos to enhance learning.

Progress towards goals

Later sessions:

Where do the mentees see themselves when they leave college - what are their plans or are they still undecided?

How can you guide them through your own experiences?

Next session

At the end of each session, schedule a date and time for the next meeting.

Discuss what the mentee would like to cover in the next session.

Honorarium Payments

As a gesture of recognition for the mentors time and commitment to the mentoring scheme, it was agreed that all IOC mentors would receive a £300 honorarium payment for each year that they were a mentor. This payment was triggered once they had met with at least one of their two mentees online for the first time. It should be noted to the mentors that this is considered taxable income and it is their responsibility to declare the income on a tax return.

Feedback

Once the mentoring sessions came to an end, the mentors and mentees were sent a feedback form to complete so that we could gain their thoughts on the overall effectiveness and engagement of the mentoring sessions.

We sent these using Microsoft forms.

Mentees feedback form

Thank you for taking part in the IOC Mentoring Champions Project. How did we do? What do you think will make this programme better?

Your feedback is really important – thank you.

- 1. Was the IOC mentoring website easy to navigate?**
 - Yes, it's excellent no improvements necessary
 - Yes
 - No
- 2. How do you feel it could be improved?**
- 3. How often did you have contact with your mentor?**
 - Fortnightly
 - Monthly
- 4. Was this**
 - About right
 - Too often
 - Not enough
- 5. Comments**
- 6. Were the sessions long enough to have in depth discussions and for you to receive support?**
 - Yes
 - No

7. **Comments**
8. **Did you find it easy to talk with your mentor?**
 - Yes
 - No
9. **Comments**
10. **Were you able to usefully share ideas and receive feedback?**
 - Yes
 - No
11. **Comments**
12. **Did you make progress towards your goals during your mentoring?**
 - Yes
 - No
13. **What were your goals?**
14. **Do you think your participation in this mentoring programme will have an influence on your career choices?**
 - Yes
 - No
 - Potentially
15. **Comments**
16. **Did you feel supported by your mentor throughout your mentoring?**
 - Yes
 - No
17. **Tell us more**
18. **Please provide examples of what made your mentorship experience positive or negative**
19. **Do you have any suggestions for how we can improve the mentoring programme?**
20. **What is your first and last name?**
21. **What was your mentor's name?**
22. **We hope that being mentored was a rewarding experience for you and that you have enjoyed the opportunity to benefit from the knowledge, expertise and support of your mentor**
23. **Comments**

Mentors feedback form

Thank you for taking part in the IOC Mentoring Champions Project, we would like to take a moment of your time to gain some feedback on the overall effectiveness and engagement of the mentoring sessions.

- 1. Was the IOC mentoring website easy to navigate?**
 - Yes, it's excellent no improvements necessary
 - Yes
 - No
- 2. How do you feel it could be improved?**
- 3. What is the name of mentee 1, how many sessions did you have?**
- 4. What is the name of mentee 2, how many sessions did you have?**
- 5. On average how long was each session with mentee 1?**
- 6. On average how long was each session with mentee 2?**
- 7. Were the sessions long enough to have in depth discussions and to provide support?**
 - Yes
 - No
- 8. Comments**
- 9. Did mentee 1 actively participate in discussions and ask questions?**
 - Yes
 - No
- 10. Comments**
- 11. Did mentee 2 actively participate in discussions and ask questions?**
 - Yes
 - No
- 12. Comments**
- 13. Did mentee 1 seem receptive to feedback and suggestions provided by you?**
 - Yes
 - No
- 14. Comments**
- 15. Did mentee 2 seem receptive to feedback and suggestions provided by you?**
 - Yes
 - No
- 16. Comments**

- 17. Did you encounter any challenges or issues? E.g. Making Zoom arrangements, missed appointments, anything else?**
- Yes
 - No
- 18. Comments**
- 19. Do you feel that the sessions created an environment where the mentee felt comfortable sharing their thoughts and concerns?**
- Yes
 - No
- 20. Comments**
- 21. How effectively were ideas exchanged and feedback received?**
- 22. Did you share resources such as photos or videos to give advice or swap ideas?**
- Yes
 - No
- 23. Comments**
- 24. Were there any specific goals and objectives that mentee 1 particularly wanted to focus on?**
- Yes
 - No
- 25. Comments**
- 26. Were there any specific goals and objectives that mentee 2 particularly wanted to focus on?**
- Yes
 - No
- 27. Comments**
- 28. Did mentee 1 demonstrate growth and development throughout the mentoring sessions?**
- Yes
 - No
- 29. Comments**
- 30. Did mentee 2 demonstrate growth and development throughout the mentoring sessions?**
- Yes
 - No
- 31. Comments**

32. Were any specific milestones reached as a result of the sessions?

- Yes
- No

33. Comments

34. In your opinion do you think that your mentees participation in this mentoring programme will have an influence on their career choices?