

Learner Mentoring Policy

Scope and Purpose of Policy

Cardiff and Vale College takes student well-being seriously and we are committed to ensuring that learners are able to access support mechanisms to meet their needs. The purpose of this policy is to ensure that learners have the opportunity to work with a mentor whose role is to offer support and guidance on academic issues. Priority will be given to those learners who are at-risk of drop-out.

This policy applies to all college staff as well as the mentors and mentees who take part in the programme.

Policy Statements

This Policy is underpinned by several key principles:

- Our learners must be supported to achieve their potential while at College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.
- Learners who are at-risk of drop-out will have the opportunity to work with a mentor whose role will be to provide them with additional support with academic issues.
- While at College our learners will have an opportunity to take on mentor roles thereby developing additional transferable **skills** which will help them to progress both in college and beyond.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to:

- Providing learners with support appropriate to their needs.
- Putting procedures in place to ensure those involved are safeguarded.
- Reducing student drop-out by establishing procedures that will allow for early intervention.
- Working with the community to raise awareness of the mentoring programme and keeping all relevant parties informed of its progress.
- Involving key members of the community, including those who work with minority groups, in the mentoring programme.

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- Informing the College community of the policy to ensure that everyone is aware of the programme.
- Ensuring that mentors and mentees are suitably matched.
- Regularly reviewing the effectiveness of the Learner Mentoring Policy and Procedures and making adjustments as and when necessary in response to the needs of those involved.

Definition of Mentoring

Mentoring is a collaborative learning process between two individuals providing constant informal support and development in a relationship of mutual trust.

Definition of Mentor

A **mentor** is an objective and empathetic sounding board who helps to empower individuals to grow in their educational development in the College and within its culture.

Mentors may be college staff, members of the local community or college students who are enrolled on level two courses or higher.

Definition of Mentee

A **mentee** is a college student who is mentored.

Responsibilities

The **Social Engagement & Community Collaboration Department** is responsible for:

- Ensuring that all those involved in the mentoring programme are aware of the policy and procedures and that the information is accessible.
- Providing appropriate training where applicable.
- Liaising with the college community and the wider community on mentoring related issues.
- Promoting the programme and keeping all relevant parties informed of any changes.

Mentors are responsible for:

- Ensuring that they are familiar with the Learner Mentoring Policy and adhering to the related procedures.
- Attending training as required.
- Supporting their mentees and keeping a record of discussions.
- Referring students to the appropriate support services should non-academic support needs be identified.

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Mentees are responsible for:

- Ensuring that they adhere to the Mentoring Programme procedures
- Attending training as required
- Arriving on time for meetings with their mentor.

Senior Management is responsible for:

- Reviewing this Policy and the attached procedures.

The Head of Operational HR is responsible for:

- Ensuring that all mentors have undergone enhanced Criminal Records Bureau (CRB) checks

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the Learner Mentoring Policy and the related procedures.
- Ensuring that learners are made aware of the mentoring programme and referring interested parties to the Social Engagement & Community Collaboration Department.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment was undertaken for this policy on 4th December 2012.

Health and Safety Implications

- The safety of students within and out of college.
- The safety of staff when working with students within this policy.
- The safety on non-college staff who take on mentor roles.

Linked Policies

- Safeguarding
- Equality and Diversity
- Relationship Management
- Disciplinary (Staff)
- Grievance (Staff)
- Data Protection Policy

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Linked Procedures

- Student Bullying and Harassment
- Equality and Diversity
- Data Protection

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved:	1 February 2013
Approved by:	Quality Standards Board
Review date:	12/07/17

Responsible Manager:	Head Learning Support Services
Executive Lead :	Vice Principal Curriculum and Standards SJ
Accessible to Students:	No

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