

## **ADVANCED MENTORING SKILLS FOR EXPERIENCED MENTORS – COURSE OVERVIEW AND APPLICATION DETAILS**

APPLICATIONS ARE NOW OPEN FOR THE 2021-2022  
COURSE SUPPORTED BY A £6,000 GRANT FUNDED BY THE  
DEPARTMENT FOR EDUCATION.

Please read all the information in this document before starting your application.

## INTRODUCTION

Advanced mentoring skills for experienced mentors is a blended learning course for practitioners, managers and other staff who support colleagues and work in FE and training providers. You should be in a role which will allow you to develop and/or manage aspects of mentoring practice in your organisation.

This will be the second run of the course which was successfully piloted in 2020-2021.

The course is being run by AlphaPlus consultancy who is working as a delivery partner for ETF.

The aim of the course is to support people who are experienced in mentoring colleagues and have demonstrated this over at least one year.

The course will extend your existing skills and knowledge and will support you to review and plan development of mentoring provision within your organisation. If you currently have no formal mentoring in operation in your organisation, we will support you to develop this provision.

### You will need to commit to:

- Undertaking a blended learning course of 40 GLH
- Carrying out a further 40 hours of mentoring related activities with colleagues in your organisation

The 2021-2022 course will run from mid-September 2021 to the end of February 2022.

## WHAT WILL I LEARN?

The course will introduce you to the core knowledge and skills you'll need to enable you to effectively develop or improve mentoring provision in your organisation.

You will:

- Engage with new subject knowledge
- Develop your mentoring skills and knowledge working within a training cluster and with a trainer experienced in mentoring
- Undertake mentoring activities
- Carry out a project to review and develop or improve mentoring provision in your organisation
- Engage in reflective practice
- Engage in Action Learning Sets to build peer support

See page 4 for a list of the course modules.

## HOW WILL I STUDY?

The blended course is delivered using the online FutureLearn platform and also on Zoom, although some, limited, face-to-face delivery may be possible.

You'll work in a group with 8-10 other learners with a dedicated trainer to support you. On FutureLearn, you'll be part of the wider cohort of learners studying the course and will be able to share thoughts and experiences with them, as well as with your trainer. The Zoom sessions will typically consist of two or three groups of learners.

There will also be a one-to-one supervision session with your trainer followed by a session in pairs or triads with other learners where you can practise your supervision skills.

We are using a 'learning sandwich' approach for the course where you will work through content on FutureLearn before attending a Zoom session. The Zoom session will be trainer-led and include activities and support to help you apply and practise skills relating to the FutureLearn content. They are also an opportunity to get to know your trainers and other learners. Finally, you'll return to FutureLearn to reflect on the Zoom session.

There will be a total of 13 modules of learning and your learning will take place at the same time for each module, for example if you are in a group on a Tuesday afternoon you will be expected to attend each module on Tuesday afternoons. The grant funding will enable your organisation to arrange cover for you.

The application form will ask you to indicate what days/times you will be able to learn and you will be expected to stick to the same slot each week.

## WHO CAN APPLY?

The course is funded by the Department of Education and is open to people working in providers who meet the eligibility criteria:

- Be located in England and provide education or training in England
- Receive direct funding from the ESFA
- Have a UKPRN number

You will need the support of your line manager or SLT who will be required to complete a section of the application form and work with ETF to meet the reporting and evidence requirements for the grant.

### For this course you will also need to:

- Have a good understanding of key mentoring theories and models of mentoring and have applied them in your mentoring practice.
- Be experienced and confident mentoring colleagues – typically this will require a minimum of one year’s mentoring of colleagues on a regular basis. Note: This refers specifically to mentoring rather than the management of colleagues, for example carrying out performance reviews and other line management activities.
- Be prepared to instigate or improve mentoring in your organisation as part of the project to be undertaken during the course.
- Hold a permanent, full-time position or part-time position at or over 0.5 FTE contract delivering publicly funded provision.
- Priority will be given to new participants in 2021-22. If there are unfilled places on the Advanced Skills for Experienced Mentors programme then these will be offered to applicants who undertook the Mentoring Skills for New Mentors in 2020-21.

The DfE and ETF have ringfenced 25% of places on two of the Mentoring Programmes: Mentoring Skills for New Mentors and Advanced Mentoring Skills for Experienced Mentors.

These places will be for applicants who satisfy one or more of three criteria:

- those working in one of the 12 opportunity areas<sup>1</sup>
- disabled people
- those from black and minority ethnic communities

Please read the [FAQ document](#) for more information about eligibility.

## MENTORING PRACTICE

In addition to the 40GLH of the course, you will need to complete a further 40 hours of mentoring activities. For this advanced course, these activities can involve mentoring colleagues (not learners) as well as additional activities related to reviewing and developing mentoring provision in your organisation. Your line manager or SLT will need to confirm that you will be supported to do this and colleagues will be available as mentees.

### [Further guidance](#)

## LEARNER TESTIMONIALS

The first cohort in 2020-21 undertook their learning in a year which was greatly disrupted by COVID. Although we had hoped to deliver the later modules of the course as face-to-face, this was not possible. However, the combination of FutureLearn and Zoom worked very effectively and learners made strong connections with their trainers and with other learners. Many of the learners created their own groups at the end of the course to stay in touch and to provide ongoing support to each other.

**Previous learners had extremely positive feedback, including on how they felt the course was of benefit to them:**

---

**“Reviewing and discussing the methods and techniques used in mentoring with like-minded colleagues and with the support of experts. This is backed up with the FutureLearn [content] and the information and theories.”**

---



---

**“Contextualising my current practices and a model to represent this was a real eye-opener for me and gives me a solid foundation for which to design our programme.”**

---



---

**“I have gained so much from this course. I have been able to create a business case to support my implementation of a mentoring scheme in my college. I have created a mentoring programme which I think will be really successful in developing staff... I have been able to fine tune my mentoring and coaching skills. I have a much better understanding of the different coaching models which means I can personalise my mentoring sessions to individual teachers. I feel more knowledgeable and empowered to amplify mentoring in my college.”**

---



---

**“My training has enabled me to create a mentoring programme which will not only upskill existing staff but will develop new staff joining the college. My aim is to increase retention rates, upskill existing staff and develop new starters teaching practice.”**

---

<sup>1</sup> The 12 opportunity areas are Blackpool, Bradford, Derby, Doncaster, Fenland and East Cambridgeshire, Hastings, Ipswich, Norwich, Oldham, North Yorkshire Coast, Stoke, and West Somerset.

## ADVANCED SKILLS FOR EXPERIENCED MENTORS – COURSE OVERVIEW

	TOPIC	GLH	MODE	SUMMARY CONTENT
1	Introduction to the course	2.5	FutureLearn	Welcome to the programme and your online study group (Community of Practice). Refresher on self-awareness tools and techniques. Introduction to Reflective Journal and Personal Development Planning.
2	Recap of concepts	2.75	FutureLearn and Zoom	Recap on underpinning concepts of mentoring.
3	Models of mentoring	2.75	FutureLearn and Zoom	Models of mentoring and theoretical perspectives. Working in Community of Practice groups explore the benefits and challenges of different approaches (developmental, judgemental, transformative)
4	Your own model of mentoring	3	FutureLearn	Using the models and principles you have studied to build a model of mentoring that works for your own context.
5	The role of supervision	2.5	FutureLearn and Zoom	The concepts associated with professional supervision for mentors. Examining aspects of theory that are relevant to own context.
6	Reflective practice and supervision	.75	FutureLearn and Zoom	Preparation for a supervision session. Supervision sessions with a trainer and in pairs/triads to try peer supervision using a model from Module 5.
7	Setting up a mentee programme	2.75	FutureLearn and Zoom	Planning, establishing and/or reviewing a mentee programme. Identifying key features of successful programmes. Planning to capture and evaluate impact.
8	Managing a mentoring programme for your organisation	3	FutureLearn	Setting up and/or managing a mentoring programme.
9	Reflections on practice	2.75	FutureLearn and Zoom	Giving and receiving feedback.
10	Action Learning Sets	3.5	FutureLearn and Zoom	Protocols, skills and management of Action Learning Sets, followed by two Action Learning Sets within your Community of Practice.
11	Group mentoring sessions	2	Zoom	There will be two hour-long sessions to support Managing a Mentoring Programme
12	Evaluation of project impact	2	FutureLearn	Identifying ways of evaluating the impact of learner's own mentoring (on self and others) and the mentoring programme they are running.
13	Reflective practice	2.75	FutureLearn and Zoom	Using qualitative reflections and quantitative data to evaluate the impact of personal and organisational learning.
	Mentoring practice	40	Chosen by learners	Mentoring activities in your organisation.
	Extension activities	5	Dependent on individual – throughout course	Further reading. Reflective practice. Personal professional development planning.

[FIND OUT MORE AND START YOUR APPLICATION](#)

## **CERTIFICATE**

Learners who complete the course in accordance with the requirements to be advised at the start of the course (based on the completion of a certain amount of FutureLearn content) will receive a certificate of achievement issued by ETF.

## **HOW TO APPLY**

Before you start your application, you will need to think about what day and time you can be available to learn regularly between September and February. You will also need to include information about a grant lead – this is either your manager or someone from SLT who will have regular calls and reporting responsibilities with ETF about the grant funding. You will need to include their details on the application.

Once you have entered your application information, the person you named as grant lead will be emailed and asked to complete some eligibility questions, a draft budget for utilising the grant and confirm their support before the application can be approved.

**Applications are processed on a first come, first served basis.**

## **START YOUR APPLICATION:**

<https://booking.etfoundation.co.uk/placementapplication/intro?pp=3>

## **READ THE FAQ DOCUMENT:**

<http://alphaplus.co.uk/policies/Mentoring%20activities%20Experienced%20mentors.pdf>

If you have questions about the course, please email [etfmentoring@alphaplus.co.uk](mailto:etfmentoring@alphaplus.co.uk)

If you have question about the application, please email [mentoringETF@etfoundation.co.uk](mailto:mentoringETF@etfoundation.co.uk)

## **DELIVERED BY**



AlphaPlus is delivering this programme on behalf of the Education and Training Foundation.

## **FUNDED BY**



**Department  
for Education**

This programme is funded by the Department for Education