



**MENTORING SKILLS FOR NEW 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

Mentoring skills for new mentors is a blended learning course for practitioners, managers and other staff who support colleagues and work in FE and training providers.

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 new to mentoring or have little experience to develop their mentoring knowledge and skills so they can mentor colleagues.

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 mentor colleagues in your organisation.

You will:

- Engage with new subject knowledge
- Develop new mentoring skills working within a training cluster and with a trainer experienced in mentoring
- Undertake mentoring practice
- 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.

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.

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There will be a total of 11 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 a Tuesday afternoon. 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.

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 areas¹
- 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 mentoring practice. This must involve mentoring colleagues, not learners and 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:

“I was totally inspired by your leading the small group session on Wednesday with your snappy questions and no allowing for waffle.”

“I have a wealth of strategies at my disposal, as I continue to grow my practice as a mentor. It has allowed me to network with a range of individuals from a diverse background of institutions and allowed for rich collaboration.”

“Just wanted to say a massive thank you for the new to mentoring course that you brilliantly put on. I have thoroughly enjoyed the course, learnt so many new skills and have enjoyed the process of mentoring and developing my practice. I enjoyed the combination of FutureLearn and zoom sessions and the approach taken in running these allowing us opportunities to practice our newly learnt skills.”

“I really appreciate and feel happy to join the zoom sessions. Thank you for making learning fruitful every Tuesday.”

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

MENTORING SKILLS FOR NEW MENTORS – COURSE OVERVIEW

	TOPIC	GLH	MODE	SUMMARY CONTENT
1	Familiarisation (learner directed)	3	All FutureLearn	An introduction to the course, trainers and learners. Familiarisation with the FutureLearn platform.
1A	Familiarisation tutorials (one-to-one)	0.5	Zoom	Introductory meeting with your trainer.
2	Skills – Questioning, Listening and Feedback	2.75	FutureLearn and Zoom	Mentoring Models (including GROW)
3	Setting up mentoring practice (including contracts)	2.25	FutureLearn and Zoom	Identifying and engaging your mentees Gaining agreement and approval from line managers Logging Sessions
4	Creating a listening space	2.75	FutureLearn and Zoom	Powerful questioning Paraphrasing and summarising Tools - (SWOT, Wheel of life, SMART target)
5	Creating a listening space 2	2.75	FutureLearn and Zoom	Challenging situations Handling strong emotions and communication Models – Co-Active model
5a	Skills tutorials	0.5	Zoom	Review session with your trainer
6	Co-supervised mentoring sessions - Part 1	3	FutureLearn and Zoom	Structuring sessions - Focus on the beginning of the session – contracting and goal setting. Pay particular attention to feedback.
7	Adult learning	3	FutureLearn and Zoom	Understanding difference and bias – Does adult learning theory help us? (self-efficacy, assumptions and bias)
8	Psychology	3	FutureLearn and Zoom	Psychological perspectives and their impact on mentoring (Cognitive Behavioural Therapy (CBT) and Transactional Analysis)
9	Co-supervised mentoring sessions - Part 2 Two practice runs, each run using a different model.	3	FutureLearn and Zoom	Focus on the middle of the session and conclusions, including 'Where you are at' 'How do you get to where you want to be' and endings. Paying particular attention to listening / emotions.
10	Reflections	2.5	Zoom	A chance to reflect on learning so far, gaps and need for recaps.
11	Action Learning Sets - There are three of these, each being two hours duration. They will be in tutor groups	6	Zoom	A chance to bring mentoring practice issues to the group
	Mentoring practice	40	Chosen by learners	Mentoring colleagues 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/2020%2008%2025%20FAQs%20Mentoring%20FINAL.pdf>

If you have questions about the course, please email etfmentoring@alphaplus.co.uk

If you have question about the application, please email mentoringETF@etfoundation.co.uk

DELIVERED BY



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

FUNDED BY



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for Education

This programme is funded by the Department for Education