ETF (Education & Training Foundation) Interactive Webinar – FAQs

Who are they for?

Q: Can anyone in the FE (Further Education) sector attend?

A: These interactive webinars are specifically for anyone in the FE sector. There are 3 different sessions each designed for a different audience:
  - leaders/managers who have responsibility for mentoring and coaching schemes for teachers/trainers
  - mentors who are mentoring teachers/trainers or aspiring mentors who are interested in mentoring their colleagues
  - mentees who are working with a mentor or preparing to work with a mentor

Q: What time should I join the webinar?

A: For participants to get the best experience we want to make sure the session starts on time. Please join 10 minutes before the advertised start in order to ensure that your sound and video are working.

Q. How do I join the webinar?

A. Once you have booked your place, you will be sent an email to confirm your place. The email will give you the link that you must use to join. The email will also confirm the start time of the session.

All sessions are hosted on Zoom. When joining the event from your device, please make sure your display name matches the name on your booking form. This will help us with the registration process. We will do our best to identify you and assist you. If you are able to join in an environment where you can contribute to discussions, you will find the session more enjoyable and worthwhile. You may want to check your connection/equipment before joining and we ask that you mute when joining. You will need:
  - a device with a good internet connection
  - a screen to view the presentation
  - a quiet space to allow you to contribute to the session
  - and/or a set of in-earphones (like you would use for a mobile phone or tablet) or a mic-phones headset. (You will need to be able to speak as well as listen- though there is a chat function should you require this feature for accessibility).
a webcam is encouraged as we participate in face to face discussions in this interactive session. Please ensure you have access to a Smartphone, or additional browser window in order to complete discussion activities.

Q. How do I enter or change my display name?

A. On Zoom if you need to change your display name, follow these instructions.

- If using Zoom in your internet browser (e.g. Chrome, internet explorer)
  
  ➢ Select “join from browser”
  ➢ Enter your full name as it appears on your booking
  ➢ Click the “Join” button and enter meeting password

Q: What happens if I am having trouble accessing the meeting?

A: Please contact us at cpdtrainers@etfoundation.co.uk and we will assist you.

Q: Will I get a copy of the slides after the session?

A: All participants who attend will get a pdf copy of the presentation and any other relevant information from the session.

Q. What if I book and then cannot attend?

A: There are limited places available, and booking is on a first come first served basis. We understand that emergencies and unforeseen circumstances can arise. We do ask, as a matter of courtesy that you let us know as soon as possible if you are no longer able to attend.

Q. Will the sessions be recorded?

A: No the sessions will not be recorded.

Q. What happens when all the places are gone?
A: We have a limited number of places. If you are unable to book because all places are gone, you can register your interest via the booking page. We will keep bookings under review and let you know if a place becomes available and we will inform you of future dates for the session.

Q. I have a query that is not listed here, how do I contact you?

A: If you cannot find the answer to your query here, please contact us at MentoringETF@etfoundation.co.uk. Please state in the subject line that your query relates to the mentoring sessions. This will help us get back to you as soon as possible.