

## MENTORING SCHEME GUIDELINES

### *Introduction*

These guidelines aim to provide a high level summary of how to administer the BCI mentoring scheme.

### *Role of the BCI (Office)*

- ◆ To promote the benefits of the mentoring scheme
- ◆ To publicise the status of the mentoring scheme (Continuity & web site)
- ◆ To provide guidance on scheme operation
- ◆ To validate applications forms
- ◆ To maintain a database of participants and progress
- ◆ To match mentees with mentors and communicate this to each
- ◆ To re-assign mentees/mentors where either is unhappy with the current arrangement
- ◆ To refer issues to the Membership Committee, for example a lack of mentors
- ◆ To report progress of the scheme to the Membership Committee

### *Participation in the scheme*

Applications for participation should be made on the mentoring application form, which can be found on the BCI web site under "Career Progression".

### *Mentoring 'Log Book'*

The purpose of the Mentoring '*Log Book*' is to have a record of progress against predefined objectives that are agreed between the mentor and mentee. The Mentoring '*Log Book*' should be available on the BCI website under 'Career Progression'.

Guidelines on how to use the '*Log Book*' are included. Each time the Mentoring '*Log Book*' is updated both parties should have a copy.

### *The Mentoring Scheme Database*

Details of mentors and mentees are held on the APT database. A regular backup of the database is taken regularly and held off-site in Telford.

### *Mentor Responsibilities*

- ◆ A mentor must have no more than three mentee relationships at any one time
- ◆ The mentor must inform the BCI Office once the partnership/relationship has been completed and provide a copy of the final '*Log Book*'.

### *Mentee Responsibilities*

- ◆ A mentee must only have one mentor relationship at any one time
- ◆ The mentee is responsible for maintaining the '*Log Book*'
- ◆ The mentee is responsible for providing the mentor with an up-to-date copy of *the 'Log Book'*