

MENTORING COURSE ACCREDITATION CRITERIA



Many companies and organisations have established mentoring schemes with their own training, developed over several years to meet the precise needs of the mentoring scheme. We are delighted to work with partner organisations to externally accredit their courses, reviewing their training against standardised criteria for mentoring qualifications.

PROCESS DETAILS

- ✓ Bronze to Platinum rating
- ✓ Detailed content analysis
- ✓ Official accreditation

Courses are assessed and accredited according to two key factors, with a certificate issued based on majority judgement.

PROGRAMME ACCREDITATION CRITERIA



Each level builds on and so includes the requirements of the previous

	Bronze	Silver	Gold	Platinum
Wider Organisation	People receiving mentoring are able to access trained mentors.	Information about the mentoring course and the related mentoring scheme is available to staff.	The organisation encourages people to access trained mentors and receiving mentoring training is promoted as part the development of leadership skills.	The mentoring course is an embedded part of the strategic development of staff and internal pipelines.
Evidence Base	Content is based on good practice.	Content refers to published sources of information.	The sources of information/ references are identified	Participants are signposted towards further relevant reading
Pedagogy and Fidelity	There is a lesson plan with clear detail of learning activities and objectives to the level of detail that the activity does not rely on a trainer knowing the activity. Named trainers are clearly identified.	The lesson plans show progression (links forward/backward) across the course. Resources are clearly identified and available for the accreditation. Lesson plans are detailed to the level of ensuring fidelity across different trainers.	There is evidence of a vetting and approval process for trainers delivering the course. Lesson plans show evidence of differentiated tasks/ activities/ content according to the needs of the participants.	Content on the course is tailored for the needs of participants based on assessment, such as the Mentoring Confidence Scale.

PROGRAMME ACCREDITATION CRITERIA CONTINUED

	Bronze	Silver	Gold	Platinum
Content	<p>Covers a range of topics, including at a minimum:</p> <ul style="list-style-type: none"> • Practicalities of organising mentoring sessions • Building a relationship/ establishing trust • Safeguarding/ boundaries • Structure of the mentoring conversation • Support available for mentor/ mentee • Information about the programme 	<p>Also includes at a minimum:</p> <ul style="list-style-type: none"> • Ending mentoring relationships • Signposting • Communication and confidentiality • Different mentoring techniques (e.g. clear/pastoral or technical) • Self-care. 	<p>Also includes at a minimum:</p> <ul style="list-style-type: none"> • Mentoring activities • Record keeping/ note taking • Selecting appropriate support services for signposting. 	<p>Also includes at a minimum:</p> <ul style="list-style-type: none"> • Different types of mentoring relationships • Complex topics, such as conflict of interest or giving feedback to a mentee.
Assessment for Learning	<p>Lesson plans show evidence of asking the participants about their prior knowledge/ experience.</p>	<p>There are clear previous learning requirements for the course, or prior learning levels are assessed during the course induction. Tutors are able to adapt training to reflect the knowledge/skills of participants.</p>	<p>Content on the course is tailored for the needs of participants based on assessment, such as the Mentoring Confidence Scale.</p>	<p>Participants are able to select the content of their learning based on their skills, experience or previous learning.</p>
Assessment of Learning	<p>Tutors use verbal questioning to confirm learning.</p>	<p>A simple assessment is used (e.g. multiple choice quiz) to confirm learning.</p>	<p>Completion of a written portfolio or observation demonstrating application of skills.</p>	<p>An externally quality assured qualification is undertaken.</p>

PROGRAMME ACCREDITATION CRITERIA CONTINUED

Course Levels

Awareness	Intermediate	Practitioner	Advanced
<p>A course designed to give people an awareness of mentoring. Would cover the purpose of mentoring/the specific programme, the structure of mentoring conversations, boundaries and safeguarding.</p>	<p>A longer course designed to train someone to be able to form and manage simple mentoring relationships.</p>	<p>A course that trains people to manage the whole mentoring process, from initial meeting and relationship building to the dissolution of the relationship. Course would cover technical aspects of mentoring, such as relationships with others, mental health or theories like attachment.</p>	<p>An in-depth course that is aimed at previously trained and experienced mentors through the underlying theories and evidence of good practice.</p>