Register Guide

PEER SUPPORT

Why is this required?

Taking a register of your sessions is important for many reasons:

- If a mentee attends 3 of your sessions, they can use this time towards their Exeter Award. **Your register will provide the evidence for this** so if there isn't t a register taken by you, the mentee cannot gain recognition.
- It is crucial that the University knows how many students are involved in Peer Support to evaluate the impact it is having. Without your registers we cannot ascertain this as we only know who the Peer Mentors are, but not Mentees.
- It will benefit you in your role as a Peer Mentor. Taking a register will help you keep track of your mentee group, be more organised and help you to plan future sessions more effectively.

How to complete the register

Registers will be taken on an Excel Spreadsheet for each mentee group. When you have been allocated your mentee group, list their names and student ID numbers down the left column (as seen below). When you deliver a session or provide support, simply input the date and mark an X in the row of each Mentee in attendance.

******We will require your register at the end of each term.*** You will be contacted around this time asking for the register to be sent, with details on who to send it to.

e.g. *History PAL*
Maths ECM1701 PASS
CLES Buddy Scheme

Attendance Register

Programme Name:	
Peer Mentor Names:	

Name	Student ID No.			
		1 dd/mm/yy	2 dd/mm/yy	3 dd/mm/yy

If you run sessions alone *with your mentee group, just put your own name.*

If you run sessions with a partner*, put both names here and share the same register.*

If a variety of Mentors run sessions at different times for the same mentee group, *you may wish to save the Excel Spreadsheet where you can all access the it.*

List your mentees' names and student IDs. Simply input the date and mark an X in the row of each attendee. For example:

Name	Student ID No.	1 26/09/2016	2 03/10/2016	10/1
Oliver Jones	628573928	X	X	
Amy Mountain	653820844		X	
Alicia Akunyili	640012847	X	X	
Hayley Hackett	629500332	X	X	
Xia Huang	659920098		X	
Tim Smith	649109824	X		