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| --- | --- | --- | --- | --- |
|   | **Your Name** | **Role** | **Your Exeter email address** | **Faculty** |
| **Student Peer Programme Organiser** |  | Student Peer Programme Organiser  |  |  |

# **Programme Overview:**

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| --- | --- |
| **Programme name** |  |
| **Number of mentors** |   |
| **Number of mentees** |  |
| **Frequency of sessions*****(e.g. weekly, biweekly, monthly, termly, ad hoc)*** |  |
| **Delivery location(s)*****(Please ‘X’ boxes that apply).*** |  | Streatham  |
|   | St Luke’s  |
|   | Penryn  |
|   | Truro  |
|   | Online  |
|   | Other, please specify:   |

**What key actions have you undertaken to run the scheme effectively?**

*This helps provide us with an overview of what your role has involved and illustrates the key tasks and elements any new SPPOs will need to implement next year.*

*You may include tasks such as the following, though it is not an exhaustive list:*

* *Completing training (both staff mandatory training and training on the SPPO role)*
* *Sending out application forms to mentors*
* *Mid-term evaluations*
* *Preparing Mentor timetables and attending sessions*

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| --- | --- |
| **Activity**  | **Date**  |
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# **Programme Evaluation**

**What has gone well?**

*What has been effective? What has gone well? Are there any good practices you can share?*

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**What could have been improved?**

*What did not work as well as hoped? What would you change if repeating the process?*

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 **Did you receive any feedback from Mentors / Mentees?**

*Please include any feedback you have, from Mentors and Mentees, on the scheme.*

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# **Next steps**

**Actions for next SPPO**

*What key things will the next SPPO need to implement to improve the scheme for next year?*

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