



The Workplace Mentor

The role of the workplace mentor is key to the student's success in the programme. They are the conduit between what is happening in the University, and how that creates impact back in the organisation. They need to act as the student's champion, the person who can open doors within the organisation and identify opportunities for them to use their new knowledge and skills, and be able to comment on their progression over time.

The workplace mentor works closely with the student and their academic mentor from the University. The three work together to ensure the student's success in the programme, meeting at arranged progress review sessions.

What are the key responsibilities for the workplace mentor?

- Attend the quarterly progress reviews with the student and academic mentor
- Create a partnership between mentor and mentee
- Work towards achieving goals
- Share experience and wisdom, and extend advice and guidance
- Explore and define opportunities and challenges with the student
- Encourage the student to develop in their role at work
- Offer support, encouragement and validation to the student
- Be a role model and bring out the best in your student
- Be a sounding board for your student

How can you help your student?

- Meet with your student on a regular basis to discuss their progress on their programme
- Review the evidence locator document with your student. This is crucial as this document shows what evidence needs to be collected by your student over the course of their programme
- Work with your student to identify areas of the programme that are and are not covered in their day to day work activities (often students are hard on themselves and do not realise how they are already meeting the knowledge, skills and behaviours criteria in their programme)
- Enable your student to be exposed to activities that they would not normally e.g. take on an additional area of responsibility such as procurement; leading a project; or attending meetings on your behalf
- Write witness testimony around areas of the assessment criteria. Witness testimony may be an excellent assessment instrument when confidentiality is an issue or is a way of supporting something the student has done but cannot evidence
- Provide 360 degree feedback, which demonstrates the criteria for behaviours