



MENTOR GUIDE FOR THE COVENTRY UNIVERSITY FRAMEWORK FOR PROFESSIONAL ACCREDITATION (CUFPA)



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The Mentor

The mentor is an experienced and trusted colleague. On a general level your role is to build a relationship of mutual regard and trust with the colleague you are working with to help them in putting together their submission for an appropriate category of Professional Recognition with the Higher Education Academy (HEA).

What is expected of you as a Mentor?

- You must hold Fellowship of D2 - D4 and only mentor colleagues within an appropriate category according to your own category of fellowship.
- Attend the training sessions run by the HEA Professional Recognition Lead for Assessor before you start and the refresher training sessions. Training workshop(s) are organised by the HEA Professional Recognition Lead who draws upon the Academic Development Team and external expertise as appropriate.
- Respect confidentiality

What qualities and skills will you need as a Mentor?

- The ability to listen and discuss
- Respect for individual mentees and staff from diverse backgrounds
- The ability to share relevant experiences and problems
- The ability to ask reflective and thoughtful questions
- The ability to engage in effective action planning
- The ability to review and evaluate mentees progress
- Empathy

Benefits

- This role will add to your own CPD and portfolio of leadership skills
- Participating in your own CPD
- The opportunity to be part of a wider learning community
- An increased awareness of the opportunities offered by the HEA
- Networking

Training

In addition to the training you will receive directly related to the Coventry University Framework for Professional Accreditation, The University has an established mentor scheme for all academic staff; it has also inaugurated a new Coaching and Mentoring Academy for staff. In addition, underway is a new programme (Sept 2017) of training staff for the accredited Chartered Management Institute's Level 7 Coaching and Mentoring qualification. Twenty staff across both academic and professional services are enrolled on this course at the time of writing, and the first qualified cohort will be in place by July 2018. This may be training you might like to consider as a mentor.

The qualification training will be continued annually for staff CPD activity and the availability of mentors and coaches, of which a significant number will be HEA Fellows, will ensure future sustainability of the mentoring required for our Professional HEA Accreditation scheme.

It is required that as a mentor you attend the standardisation and scheme meetings which will take part during the course of the year and any specific training events.

Stages	Support for Applicants
1	It is important that the applicant has attended a workshop for a their chosen category of Fellowship prior to requesting a mentor
2	If a candidate requires additional mentoring support. This may be obtained from the following members of staff:-
3	HEA Professional Recognition Lead
4	A member of the Academic Development Team
5	The Academic Development Team member allocated to your faculty
6	A designated mentor provided within your faculty

Table 1 Summary of UKPSF Assessment and Moderation Processes

Descriptor	Assessor	Moderation (Internal & External)	External Examiner
D1 Associate Fellow	Two Assessors recognised to a minimum of D2 FHEA	Internal moderation of a sample of submissions Moderator accredited to a minimum of D2 FHEA	A representative sample of submissions including all D4 submissions and all submissions referred for further development are externally moderated by an External Examiner.
D2 Fellow	Two Assessors recognised to a minimum of D3 SFHEA	Internal moderation of a sample of submissions. Moderator accredited to a minimum of D3 SFHEA	
D3 Senior Fellow	Three assessors, two will be recognised to a minimum of D3 SFHEA or D4 PFHEA and the third at least D2 FHEA.	Internal moderation of a sample of submissions. Moderator is accredited to a minimum of D3 SFHEA	
D4 Principal Fellow	All applications are independently assessed by three assessors (2 internal and 1 external); two will be recognised at D4 PFHEA and the third at least D3 SFHEA.	All judgement decisions made by assessors for Principal Fellow are moderated internally by an assessor accredited to D4 PFHEA. In the case of the dialogic route, assessors involved in marking or moderating the written element will also facilitate the 15-minute presentation and the 30 minute 'formal conversation' with the applicant.	

Assessor Training and Quality Enhancement

All assessors will undergo training in the assessment process to ensure consistency and reliability of judgements. Training workshop(s) are organised by the HEA Professional Recognition Lead who draws upon the Academic Development Team and external

expertise as appropriate. A review and standardisation meeting is conducted on an annual basis.

Reference: -

Effective Mentoring for Staff Engaging with the UKPSFD
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Learning and Professional Development

<https://www.heacademy.ac.uk/system/files/downloads/2a.pdf>