

Mentoring

Introduction

You have been asked to act as a mentor for someone you know who is studying using distance learning materials. This fact sheet should provide you with enough information to decide if you are the 'best' person for the job and how you can assist the learner on a number of levels. We are required to appoint a Mentor to fulfil SQA (Scottish Qualification Authority) assessment procedures. First you might like to know what **Distance Learning** means.

Distance Learning is a term commonly used to describe education and training which:

- is responsive to learners and sponsors (e.g. employers) needs and
- gives learners some element of choice in where and how they learn

What is a Mentor?

For our purpose, the definition of mentor is:

A person in authority (or of standing in the community) who can supervise the student as they work on formal assessments (learning outcomes).

Your Role

When the student is ready to sit a learning outcome, they will contact the Distance Learning Unit. We will then e-mail or post you the learning outcome along with an instruction sheet. This explains the conditions under which the student should sit the learning outcome. If the assessment is **closed book**, the student should undertake this learning outcome without the aid of the internet, study materials or books. Ideally, the student should sit the learning outcome in a quiet place. If the assessment is **open book** with has a **2 hour time limit**, this means the student can access the internet or any notes they may have written but it must be completed within the 2 hours. Any accountancy assessments may be sat with a calculator but it must not be one that is on a telephone or anything with internet access.

When the student has finished the learning outcome they must hand it to you including all questions paper, they must not keep hold of any questions. The completed learning outcome should be scanned along with appropriate signed confirmation form to distance.learning.perth@uhi.ac.uk and the hard copies then posted to:

Distance Learning Office
Perth College UHI
Crieff Road
Perth
PH1 2NX

By providing this role, you are helping the student to gain a nationally recognised qualification. You will be improving communication within the workplace and may also be developing a working relationship that will continue long after the student has completed the course.

Thank you for agreeing to be a mentor and taking the time to read this information.