



# SAILS Peer Mentoring Award

## Information for Scheme Co-ordinators

### Key Points

- 1.** The award is available to undergraduate, post-graduate taught and post-graduate research students.
- 2.** Mentors will be eligible for the award each year they participate in a scheme.
- 3.** A mentor can work towards completion over a one or two year period; the year of the award will be indicated on the HEAR e.g. SAILS Peer Mentoring Award 2018.
- 4.** Contact type will vary between schemes but could include group sessions, interaction on social media or lab assistance.
- 5. Tier 4 Visa Students:** To prevent students on Tier 4 Visas exceeding their working hours, they will need to report their mentoring hours to the scheme coordinator on a weekly basis for the hours to be recorded centrally with HR.

### Scheme Co-ordinators have to:

- 1. Keep a record** of all mentors and mentees on their scheme.
- 2. Explain the peer mentoring award** to the mentors including how to apply (see section below on how to achieve the award) and provide them with the necessary paperwork (see SAILS peer mentoring [e-toolkit](#) or [Collaborate](#)).
- 3. Verify and sign** the mentor's Activity Log and Session Log to confirm the mentee emails are from students who are part of the scheme.
- 4.** Liaise with the College/School HR Business Partner to agree a process for **Right to Work checks** and the monitoring / reporting of working hours required for some students including those on Tier 4 Visas.

### **Mentors have to:**

- 1.** Attend College peer mentoring training session(s).
- 2.** Give feedback on the scheme e.g. through a questionnaire, feedback session held by the coordinator, or by feeding back directly to the coordinator.
- 3.** Either take part in at least one College/School induction event, open day or visit day or help promote the scheme e.g. at events; on social media; by designing and distributing flyers/posters; by recruiting a friend to become a mentor; or by updating the College noticeboard.
- 4.** Complete a minimum of six hours mentoring (face to face or online). This could be done over a two year period. Mentors will need email confirmation from mentees to verify the sessions.
- 5.** Produce a reflective journal (350-400 words) on the skills gained and challenges faced. This will need to show that the mentor has:
  - Developed an awareness of the general issues students face when they first arrive at University and during their time here. This could be through the training, interaction with mentees or through their own personal experience. More information on issues may be found in the SAILS [e-toolkit](#)
  - Acted as a positive role model for mentees; supplied suitable information and answered questions on life as a student
  - Contributed to scheme development. This could include helping with evaluation, attendance at information events held to recruit/train mentors or providing scenarios for future training

### **Activities need to be recorded and verified on the Activity Log and Session Log.**

The mentor will need to submit the original copies of all their evidence (verified Activity Log, verified Session Log, Reflective Journal and Cover Sheet) in paper format at any time during the academic year but **at least two months before they complete their programme of study** to:

SAILS, Room 175/176 Talbot Building  
Singleton Campus  
Swansea University, SA2 8PP

The mentor will receive an email to confirm receipt. We recommend that students take copies of all their evidence prior to submitting it. On successful completion of the award SAILS will update the mentor's HEAR and let the scheme coordinator know who has been given an award.