



How to apply for the SAILS Peer Mentoring Award

For everything you'll need, go to:

<http://sails.swan.ac.uk/peer-mentoring/peer-mentoring-award>

You will need to:

- 1. Attend College peer mentoring **training session(s)**.**
 - ★ Get this signed off by your scheme coordinator on your [Activity Log](#)
- 2. Complete a **minimum of six hours mentoring** (face to face or online) in a group setting or one to one. This could be done over more than one academic year.**
 - ★ Record this on your [mentoring session log](#).
 - ★ Get an email from at least one mentee, sent from their University email account, to verify each face to face or online session took place. This email should confirm the date the session was held and the length of time you met for/spoke online.
 - ★ Ask your scheme coordinator to counter sign your [session log](#) to verify the mentee email is from a student registered on the scheme.
- 3. Give **feedback** on the scheme e.g. through a questionnaire, feedback session held by the coordinator, or by feeding back directly to the coordinator.**
 - ★ Get this signed off by your scheme coordinator on your [Activity Log](#)
- 4. **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.**
 - ★ Get this signed off by your scheme coordinator on your [Activity Log](#)

5. Complete a [reflective journal](#) (350-400 words) on the skills you've gained and the challenges you faced. This will need to show that you have:
 - 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 your own personal experience. Further reading is available via 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.

6. Complete your [cover sheet](#)

7. Take a **copy** of your evidence for your records (your verified Activity Log, verified Session Log, Reflective Journal and Cover Sheet). You could photocopy the evidence or scan it to your computer. Your College Information Office may be able to help you with this.

8. Send all your original documents in paper format at any time during the academic year but **at least two months before you complete your programme of study** to:

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

Remember:

Log your mentoring sessions and activities as you go, using the [templates on the website](#).

Any questions?

Contact your scheme coordinator or email inclusivity@swansea.ac.uk