



Professional Qualification Mentor Training

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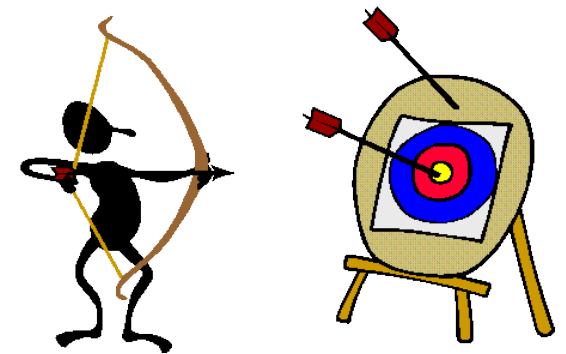
Director of Education & Membership

Programme

- Aims of the workshop
- Mentor role and responsibilities
- Benefits of becoming a mentor
- Competence Standards – what you need to know as a mentor
- Candidate requirements – advising on when to apply for professional review
- The professional review process – advice on preparation of portfolio and interview practice
- What happens next?
- Plenary

Aims of the workshop

- To explore the role and responsibilities of a professional qualification mentor
- To discuss the mentor/mentee relationship
- To re-cap on the professional review process
- To identify points in the process where mentor advice might be needed
- To address any queries relating to the mentor role
- To confirm next steps



CIHT Professional Qualifications

CIHT offers routes to:

Engineering Technician (EngTech)*

Incorporated Engineer (IEng)*

Chartered Engineer (CEng)*

Transport Planning Professional (TPP)

* Regulated by the Engineering Council



What is mentoring?

Advice, guidance and support on personal development provided by a more experienced colleague e.g. help in becoming professionally registered.

Mentoring for professional qualifications is different to coaching, which tends to link an individual's development to organisational goals rather than occupational standards.

Coaching frequently involves line managers. Mentoring is not normally carried out by line managers, which makes it easier to address personal, rather than organisational, needs.



The role of a mentor for qualifications

The mentor's role is that of a 'critical friend' who draws on their knowledge of the industry, the national standards, and the professional review process to give advice, guidance and encouragement to the mentee.

The mentor helps the mentee to identify the knowledge and experience needed to meet the relevant competence requirements and advises on how this might be presented in the portfolio and at interview.



Characteristics of an effective mentor

A mentor for CIHT professional qualifications needs to:

- be an experienced Highways & Transportation professional
- (ideally) be sufficiently senior to be able to raise relevant issues with the mentee's employer, if necessary
- have an understanding of routes to professional membership and registration
- be accessible, approachable and organised
- be able to build relationships, listen and inspire confidence
- be willing to share knowledge from experience
- be able to provide constructive feedback and encouragement
- be objective, respectful and discrete
- be proactive in support of the mentee.



Mentor responsibilities i) general points

The mentor should:

- have copies of useful reference documents to hand (e.g. Engineering Council's UK-SPEC, TPP Standards, CIHT candidate guidance notes);
- confirm time and date of meetings/conversations in writing;
- try to ensure that there will be no interruptions.



Mentor responsibilities ii) during meetings

The mentor should:

- review the mentee's progress;
- listen attentively, encouraging the candidate to take the lead;
- check for feelings as well as facts;
- ask open questions;
- encourage realistic expectations;
- build on the mentee's own ideas;
- be honest, supportive, encouraging;
- share their thoughts and ideas with the mentee;
- only give undertakings that they can deliver;
- take notes, or ask the mentee to do so
- agree/ revise the mentee's professional development plan;
- agree date/time of next meeting.



Mentor responsibilities iii) between meetings

The Mentor should:

- do anything that they have undertaken to do promptly;
- review the notes of any previous meetings and decide on the structure for this meeting;
- keep in touch with the mentee between meetings, highlighting events or topics that might be relevant and useful.



Benefits of becoming a mentor

Mentoring offers an opportunity for mentors to

- appraise their own leadership and management style
- further their own professional development
- Gain satisfaction from contributing to the success of others.



Competence Standards – what you need to know as a mentor

Not linked to time served

Evidence of knowledge, experience and commitment

Focus on individual performance – current competence

Generic language (CIHT has contextualised UK-SPEC)

Cover technical and managerial competence



Advising on when to apply for professional review

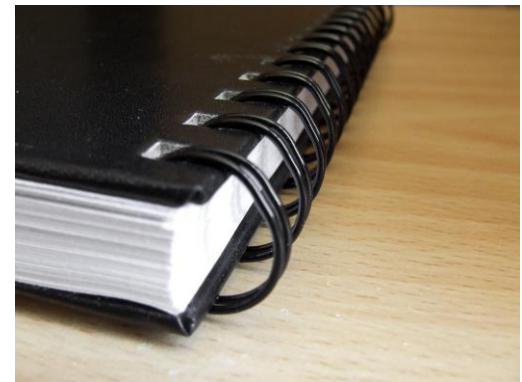
- Guideline – at least 5 years practical experience for TPP, CEng and IEng; 3 years+ for EngTech
- Gap analysis against the Standards to check coverage
- Don't apply too soon – will be evident at interview
- Avoid leaving too long – moving away from hands-on technical to management can make providing evidence more difficult



Advising on the professional review process

(i) The portfolio

- Professional presentation – grammar and spell check, clearly referenced, properly bound (e.g. small ring binder); creates a good first impression
- Evidence of **own** competence (I lead, I managed, I drafted etc.)
- Use bullet points for training & experience record forms to help with word limit
- Well chosen appendices – only include if it will help the reviewers
- Project synopsis – outline only; keep the interesting bits for the presentation
- CPD/SWOT/PDP – need to make sense when read together
- Allow time for sponsor sign-off



Advising on the professional review process

ii) The interview

Practice for i) timing ii) content = confidence

Clear visual aids

Anything in the portfolio can be questioned – if you can't talk knowledgeably about it, take it out

Don't waffle – better to admit you don't know

Not always a right or wrong answer – sometimes the reviewers will expect you to have a view



After the review

If your mentee passes

- useful to have a de-brief; might be able to pick up some tips for your next mentee

If your mentee is not successful

- CIHT recommends that unsuccessful candidates discuss the reviewers' feedback with their mentor and/or sponsor and what can be done to address the shortfall
- As their mentor, be prepared to be blamed ('You said my portfolio was fine')
- They need to be reminded that, even if the portfolio is good, professional review is about demonstrating competence on the day of the interview – only they can do that. Being unsuccessful can simply be down to having a bad day.
- It doesn't mean that they are not good at their job.



Any questions?

Next steps

- Sign up as a mentor on Mentor Match Me
- Keep in contact with the Region – CPD opportunities for mentees (and you!)
- Reviewer training?

