

Document Title	Sample Mentoring Contract
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Sample Mentoring Contract: *To be adapted by individual mentors*

To ensure that the mentoring relationship is beneficial to both parties, the following forms the basis upon which we agree to meet and work.

Agreement between:

Applicant name:

Sign Off Mentor (SOM) name:

What do we want to achieve?

- Go through the requirements for registration and put together a timetable for when each piece of work is to be started and completed by. This timetable needs to cover at least 6 months, preferably longer.
- Discuss key skills that the applicant needs to demonstrate – e.g. what is expected of sections in the portfolio on reflection, critical thinking/analysis.
- Discuss plagiarism and how to avoid it (see Appendix 3 and 4 in Applicant guidelines (027_DOC)).
- Discuss use of Artificial Intelligence see Applicant guidelines ((027_DOC)).

- e. Discuss Harvard Referencing style (see Appendix 5 in Applicant guidelines (027_DOC)).
- f. Discuss requirements of Master’s level academic writing (see General Tips for Academic Writing (033_DOC) and Appendix 1 in Applicant guidelines (027_DOC)) and familiarise applicant with the Individual Assessment Record (050_FORM).
- g. Add specific tasks tailor-made to the applicant; these could be to complete X additional cases in cancer in order to meet the requirements for a cross-section of cases etc.

Practicalities of meeting

- a. Keep to time, be specific, and use time productively.
- b. Location - quiet room, no interruptions (applicant’s job to book room). Alternatively have a regular time booked for a phone call each week etc.
- c. Sign-off Mentor (SOM) aims to protect applicant’s time within department infrastructure (e.g. support applicant when discussing registration with other colleagues - obviously only relevant if working in the same department).

How often shall we meet?

- a. (It is envisaged that meetings will initially be weekly)
- b. 1 hour per week, or 2 hours per month [fix as appropriate]

How will meetings be used to improve the applicant’s development?

- a. Work together to facilitate actions after each meeting. The applicant’s job is to note feedback from the SOM and act on any advice given.
- b. Have an honest interaction with the opportunity for two-way constructive feedback.

Dimensions of the relationship

- a. The relationship is to be fairly open - both parties can bring any topics for discussion about anything to do with registration. However, the SOM will not be expected to



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provide mentoring for any issues outside registration (e.g. career support, informal supervision etc).

- b. The applicant is the more active party, completing the work required for registration and agrees to follow the advice given by the SOM.
- c. The SOM role is to offer guidance to steer the applicant in the right direction to achieve registration. This may require an active role at times, perhaps suggesting courses for the applicant to go on or seeking out pertinent reading to help him/her. However, the SOM will not be expected to re-write large sections of the applicant's written work, nor influence the portfolio greatly.
- d. If the SOM feels that the applicant has not reached the standard required for registration (in any part of the portfolio) then they need to discuss this with the applicant and possibly the GCRAB Chair. After discussion, should the applicant still wish to submit a portfolio, which in the opinion of the SOM is not of the required standard, the SOM should highlight this concern in the applicant's reference.
- e. The applicant should be aware that the SOM will be submitting a confidential report direct to the GCRAB as part of the portfolio requirements. It should be clear to the applicant if the SOM has concerns about the portfolio, and that the SOM will be communicating this to the GCRAB in their report.
- f. The SOM and applicant agree to commit to the mentoring relationship, be supportive and trusting of each other. They also both commit to working together so that the applicant achieves registration.
- g. If the applicant or SOM finds the working relationship difficult, unproductive or unhelpful for achieving registration then either party can choose to terminate this at any time.
- h. The applicant and SOM should discuss how they will work together in the event that part(s) of the portfolio need to be resubmitted in the next cohort (i.e. part(s) of portfolio is/are Deferred). They should review the difference between Deferral (Registration in Progress) and Fail (resubmission of an entire new portfolio and new



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fee).

Confidentiality

- a. Professional issues relating to the registration portfolio can be discussed and will be kept in confidence. Professional issues that are not related to registration (e.g. struggle with a particular colleague) are recommended to be taken to supervision or discussed with an appropriate person.
- b. If the SOM has concerns about the applicant's practice, progress or quality of the portfolio that need to be shared with the applicant's line manager, the SOM will discuss this with the applicant before discussing it with the line manager.
- c. The SOM may wish to discuss issues raised for them personally with the GCRAB Chair or SOM trainers or in their own counselling supervision as these may not be appropriate to be discussed with the applicant.
- d. The relationship should be transparent.

Signed by:

Signature

Date

Applicant :

Sign Off Mentor:



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