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| **Introduction to Mentoring  leading to a Level 1 Award**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who want to gain an understanding of the mentoring process and become a mentor. You will complete a portfolio of practical and written work which will help you to understand the role of a mentor and be aware of the skills needed to become an effective mentor.  **The programme is split into two parts, the first week is an introductory course, that leads to an NCFE qualification course to extend your skills and knowledge in Mentoring.** |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.  **Introduction**  Ice breaker - getting know your peers  Introduction to mentoring  Learning styles - how people learn  Communication skills  **Qualification**  **Role of a mentor**  Understand the role of a mentor  Understand the reasons for an agreement between the mentor and the person being mentored  Be able to identify support available to a mentor  **Preparing for the role of a mentor**  Understand key factors relating to mentoring  Be aware of the main tools used by a mentor  Understand how to develop the skills to become a mentor  **Demonstrating mentoring skills**  Be able to prepare for a mentoring meeting  Be able to undertake an Assessor-observed mentoring meeting  Be able to review their performance as a mentor |
| Knowledge and skills needed: | You will need some basic computer knowledge - using a keyboard, mouse/touchpad, logging on to a computer and Internet searching.  Level 1 literacy skills needed. On this course you will need to be able to:   * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file * use a PC/laptop or tablet for research/present your work. |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable).  Your tutor will provide most of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised.  It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of activities including demonstrations, discussion and using computers/iPads.  Your progress will be monitored by informal assessment tasks and the completion of a portfolio with a series of written tasks. You will form a mentoring relationship with a colleague in your workplace or a member of class if you do not currently work and go through the mentoring process over the weeks.  It is expected that you complete some work at home between sessions to consolidate and extend learning. |
| Progression routes: | On completion of this course, SCLS offers you progression to other qualifications including in Level 1 Awards in Mentoring, Preparing to Work in Schools, Understanding Employment, Business and Enterprise and Introduction to an Early Years Setting.  Alternatively, you can progress to other non-accredited courses including employability courses, education and training or ICT.  You can also progress to a Coaching and Mentoring - Level 3 at Hugh Baird College.  Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice and guidance to support you making informed choices for progression into further education, volunteering or employment. |