

Applying for the Mentorship Modules

When you apply to undertake a mentorship module, it is important that we know exactly which one you are applying for and that we have all the information we need to decide whether this module is right for you. We want you all to enjoy your study at the University and to be successful. We will not consider an application if it is submitted incomplete. **When completing your application form, please make sure that you read the guidance notes that are part of your application form. In addition, please read the guidance below before completing your application form and read the guidance notes with the application.**

Fully Completed Application Deadlines

The deadline date for completed application forms is 4 weeks before the start date of the module; please refer to the module flyer. Applicants, whose application form is received after the deadline date, will be contacted to ask if they would like their application put forward for the following semester.

Attendance?

You must attend the first day of the module. Also, if you miss more than 2 out of the 6 attendance days, you will not be allowed to submit your assignment.

Which module?

The mentorship modules run twice each academic year and are offered via non-credit, degree level and masters' level routes, each time the module runs.

It is really important that when you complete your application form, you say which module you want to attend and which occurrence this is identified by a letter e.g. B or D; this can be found on the module flyer. When completing your application form, make sure you write the code and letter for the correct module on your form.

E.g. HESC3006UW B, MSAP4039UW B or HESC3006NC D ←

Who is each route aimed at?

The non-credit route (HESC3006NC) is for staff who have already completed a health related degree within the past 8 years. This route does not have any academic credits attached to it and on completion will allow staff to mentor students in clinical practice. There is no academic essay to submit, however you are required to submit an evidence file, demonstrating how you have met the stage 2 NMC mentor domains (NMC 2008).

The degree level route (HESC3006UW) is for staff who have not previously completed a degree but may have studied a module at degree level, are on the BSc (Hons) Health Science course, have completed a diploma or have not completed any recent academic study. The assessment consists of writing an academic essay and submitting an evidence file, demonstrating how you have met the NMC mentor domains.

The masters level route (MSAP4039) is for staff who have completed a first degree, it can be accessed individually, however it is recommended that this module is studied as part of the Masters in Advancing Practice programme.

Am I able to study at this level?

You need to think about which route you qualify for and what you might need to do to help you succeed. You and the course lead need to be reasonably confident that you have a good chance of succeeding and passing the module before you begin.

If you have achieved a level 6, (degree level) module previously, then we would automatically accept you onto the module (HESC3006). However, if it was more than 8 years ago, you may be out of practice with studying, this means it is important that on your application form, you say what you have achieved at level 6 and when, ***remember to include evidence of your qualifications.***

If you have not successfully achieved a module at level 6 then you need to provide more information, so that we can support you to access and complete the module.

- On your application form you should list all the other academic study you have completed, giving the level, the grade and the year
- On your application form you should complete the supporting statement saying why you think that you will be able successfully achieve a level 6 module. The quality of your writing in this section will be taken into account, so write as well as you can
- You could provide a reference from another person (this could be an academic) who understands level 6 study who will say that you should be capable of doing the module

If it is not possible to accept you on the basis of your application form, you will be contacted. Each application is reviewed on an individual basis. Other options that might be used to support you to access the module are:

- You may be interviewed in person or on the phone
- You may be asked to undertake the Academic Skills module/workshop

Do I have a student?

To be assessed on the module you have to have a student (for nurses and midwives it must be an NMC student) on placement in your work area for at least **5 weeks**, or

70 hours of the time you are on the module. This will allow you sufficient time so that you can mentor and assess them and, where possible, participate in the formal assessment process. To find out if you will have a student on placement who you can work with while you are on the module, you should contact the Practice Facilitator for your area in your Trust. If you do not have a student to mentor while on the module, you will not be able to meet the assessment requirements.

Do I have a mentor supervisor?

You will need to have a mentor supervisor to work with; they will be responsible for assessing your evidence and stating whether you have met the stage 2 NMC mentor domains (NMC 2008). Your supervisor must be a mentor who is on the register of mentors kept by your Trust. You will need to be able to work with / have contact with them for **at least 15 hours over the twelve weeks of the module**. Usually your supervisor is the same person who is mentoring and assessing the student, therefore the three of you will work together while you are on the module. You need to discuss with your manager, to identify if there is anyone available to be your mentor supervisor. You will be asked to provide the email address and name of your mentor supervisor when you apply for the module. This allows the module lead to keep in touch with all supervisors during the module.

NMC (2008) *Standards to support learning and assessment in practice* [Online]
Available from: <https://www.nmc.org.uk/standards/additional-standards/standards-to-support-learning-and-assessment-in-practice/> [Accessed: 9th September 2017]