

# Document C - Mentoring

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# Mentoring

Applicants are responsible for their own development. But support from a colleague helps them try out new ideas and keep a focus on objectives.

Good mentors will try to ensure that the engineers they work with gain confidence and independence as a result of their relationship, and are enabled to take full and effective responsibility for themselves.

## The Mentor's role

- To give support, advice and guidance to applicants during their Initial Professional Development and through the Professional Review process
- To monitor applicants' training and development
- To 'sign off' the Review submission as complete and authentic

You are not being asked to assess applicants. That is the Reviewer's job.

## Additional responsibilities

- To assist in identifying development objectives
- To assist in converting objectives into an action plan
- To advise on likely sources of education, training and funding
- To give guidance and assistance
- To review and authenticate records at periodic intervals

If you are not the applicant's line manager, ask him or her to introduce you, or tell their manager about you: it helps to open up communications.

## Step by step: at each meeting

### Work with the applicant to:

- Look at what's been achieved
- Review the applicant's evidence
- Compare it with the EC(UK) statements (**Document CE3, IE3 or ET3**)
- Identify gaps and outline what's needed to bridge them
- Discuss options (at work, for extra training, education): open doors to new or different possibilities for professional development
- Identify realistic milestones, which can be achieved and celebrated
- Summarise what has been successful and what will happen between the current session and the next: this is the Applicant's Action Plan
- Arrange to meet again

**Keep notes of your meetings.** You can use **Form 208** as an action plan. They are a useful memory aid for you as well as a record to protect you if anything is contested. Alternatively, you and the applicant can use the record and plans in *Moving ahead: Your guide to Continuing Professional Development* or a plan format of the applicant's own devising.

*To help concentrate your applicant's mind, use the IHE Mentoring Agreement.*

You will find it here: [www.IHE.org.uk/membership/forms-and-guidance/optional-forms/](http://www.IHE.org.uk/membership/forms-and-guidance/optional-forms/)

## At the end

- Countersign the applicant's Evidence Summary Forms or Professional Development 2010 Forms showing you agree with what's written and confirm that the submitted documents are the applicant's own work.
- Keep in touch and celebrate with the applicant.
- You may complete the Employer Proposer Form

## What's in it for me!

You gain by developing your leadership, management, communication and personal skills

You can get great satisfaction from helping colleagues and contributing to the enhancement of your profession

Time spent counts towards your professional development

You may like to investigate gaining relevant NVQ/SVQ units in Management or Assessment using your Mentor experience. Local colleges and many large employers offer these NVQs/SVQs

## How do I become a Mentor?

There is no appointment procedure.

You just need to be an Incorporated or Chartered Engineer or a trained IHE member willing to help.

Training and a Briefing File is available from IHE. IHE normally offers a training course on mentoring skills once a year.

Please tell us you are acting as a Mentor as web-based training and a manual is available from IHE. IHE normally offers a training course on mentoring skills once a year. Please ask to be invited.

You should not hesitate to turn to us for advice at any time.

Applicants may get help from different mentors at different times in their careers

Normally applicants will travel to meet you. If not, we can cover any expenses incurred by you. If significant sums are likely, please consult IHE before going ahead as the trainee will be charged a fee.

### Essential Forms

Evidence Summary Form (201)

Professional Development Form (202) – from January 2010

### Optional forms

Action Plan and progress record (208)

CPD Profile of competence and needs (Form B01)

CPD Annual professional development plan (Form B02)

CPD Three year plan (Form B03)

CPD Professional development record (Form B04)

See *Moving ahead: Your guide to Continuing Professional Development (Document B)*

All IHE forms and leaflets are available as Word documents, at [www.ihie.org.uk](http://www.ihie.org.uk). Go to *Membership* then *Review Forms* and *Guidelines*. Pre-2010 procedures and forms are still available and can be used by applicants part way through completing their submission

*IHE Mentors can use a private website to access all relevant documents and the Reviewer Manual. Contact [secretary@ihie.org.uk](mailto:secretary@ihie.org.uk) for a log in*