

Teacher Mentoring Programme 2023-25 Application Guidance Document

This document is a call for providers to support mentors on the following training programmes:

- Mentoring Skills for New Mentors
- Advanced Mentoring for Experienced Mentors

In 2023-25 the Mentoring Skills for New Mentors and Advanced Mentoring for Experienced Mentors programmes will run across 4 cohorts.

- Cohort 3 – 06th May to 19th July 2024.
- Cohort 4 – 04th November 2024 to 07th February 2025.

The Teacher Mentoring Programme (TMP) is designed to enhance the quality of mentoring provided to practitioners in the Further Education (FE) and Training sector, with a specific focus on improving support for early careers teachers (ECTs).

This document outlines the following key aspects:

- The programmes context and overarching goals
- The application process, including how applications will be evaluated and assessed.
- The set of questions and criteria that will be used to evaluate applications and determine eligibility.

The aim is to provide a comprehensive framework for understanding the programme's objectives, the application procedure, and the criteria that will be used to assess applications.

Successful applicants must be ready to participate in the programme in:

- Cohort 3 – May 2024
- Cohort 4 - November 2024

This essential document is intended for prospective providers who are interested in participating in the 2023-25 Teacher Mentoring Programme. It contains crucial information that providers must carefully review. Our aim is for this document to provide clarity on the application process and assist providers in preparing their responses effectively.

If you have any enquiries regarding the guidance provided in this document or if you require additional information, we recommend referring to our Mentoring FAQ's. If your question remains unanswered, please feel free to reach out to the TMP team by sending an email to tmpenquiries@cognitioneducation.com.

The context and ambition for the programme:

The Teacher Mentoring Programme aims to build on the previous phases of the programme by ensuring that Further Education (FE) and Training Providers continue to have access to quality mentoring continuous professional development courses to equip their mentors with the skills and knowledge to effectively support early career teachers.

Teachers within the FE and Training sector are significantly more likely to leave their roles in their first three years of teaching in comparison to other education sectors. Evidence shows effective mentoring helps retain early-career teachers and improve teaching quality and ultimately learner outcomes.

Cognition Learning Group aims to train over 600 mentors via a blended learning course over the next two years. These mentors will go on to support over 1,800 early career teachers.

In order to fully realise the benefits of mentoring, it is essential for organisations to make a commitment to supporting this form of continuing professional development (CPD). This commitment involves establishing a comprehensive infrastructure that fosters effective mentoring practices, including:

- Clearly defining the role of mentoring.
- Allocating dedicated time and space for mentors and mentees to engage in meaningful interactions.
- Ensuring mentees are adequately prepared for the mentoring process and maintaining quality assurance measures.

Based on previous programme deliveries, the TMP has demonstrated its ability to promote a shared understanding of effective mentoring practices. It provides high-quality training for new mentors, offers ambitious ongoing professional development opportunities for experienced mentors, raises awareness about mentoring standards, and advocates for best practices in mentoring.

Funding:

Each participating mentor in the programme will receive an optional grant of up to £5,000, which will be disbursed to their employer. To receive the full grant payment, mentors are expected to complete a 12-week professional development programme, engage in a minimum of 18 hours of mentoring/coaching practice, and actively participate in programme evaluations, as required. Detailed information on how the grant can be utilised is provided in the Mentoring Activity Guidance for New Mentors and Advanced Mentors.

Each FE provider is eligible for a maximum of five grants, resulting in a total budget allocation of £25,000.

Please note: participating providers no longer have to apply for grant funding as a condition of programme participation. Organisations can take part without accessing the grant funding, providing they are able to release mentors to engage with all elements of the programme.

As part of the formal application process, if your organisation requires a grant, you will be requested to submit an initial budget. The purpose of this budget is to determine the amount of grant funding your organisation needs. The budget will undergo a review process involving Cognition Learning Group (CLG) and the Department for Education (DfE). If your grant application is approved, you will be required to sign a grant agreement with the DfE.

Process for making and assessing applications:

Organisations interested in applying for places on the Mentoring Skills for New Mentors and Advanced Mentoring for Experienced Mentors programmes will be required to apply via a competitive application process.

Applications must be submitted by two nominated Project / Grant Leads who should be either a manager, leader or HR representative or someone who has mentoring experience who will support mentors to attend the 12-week professional development programme and complete a minimum of 18 mentoring practice.

The Project / Grant Lead from each participating organisation will be responsible for coordinating the TMP within their organisation, ensuring mentors are supported to remain on the programme and for complete and submit reporting requirements to CLG.

Expression of Interest:

The expression of interest is a preliminary step designed to assess the eligibility of providers for the programme. Project/Grant Leads should carefully review and understand the Eligibility Criteria before submitting the expression of interest. The expression of interest will be evaluated using a pass or fail rating system.

Once the expression of interest is completed, the formal application process follows. The formal application expands on the information provided in the expression of interest and requires Project/Grant Leads to collect motivation statements from each mentor and provide details on how the budget of £5,000 per mentor will be utilised by their organisations. Additionally, the Primary Grant Lead must include a statement outlining how participation in the programme and the associated grant will contribute to the development of a comprehensive mentoring approach within the organisation. The formal application includes a scored application process, where responses to specific questions will receive a weighting of 0, 1, or 2.

Please note that organisations must meet the eligibility criteria and pass the expression of interest stage for their formal application to be assessed. The schedule below indicates the opening and closing dates for each application window.

Event	Start	End
Cohort 3 applications	22 nd February 2024	When capacity has been reached
Cohort 4 applications	5 th June 2024	When capacity has been reached

Please note: places are awarded on a first come, first served basis and scored in order of receipt. When all places have been allocated, applicants will be placed onto a waiting list and will be contacted if places become available. CLG will also take into account applications from those who have applied for a ringfenced place which will be reviewed as a priority to ensure the programme engages with underrepresented groups.

Questions and criteria against which applications will be assessed:

Formal Application: Needs analysis, action plan, detailed budget

Purpose: To ensure that there is a focus on organisational development with respect to the quality of mentoring within the provider leading to sustainable change/improvement.

Information needed to complete Part B:

Data Protection:

1. I have read, understood and agree to the privacy statement, policy and notice.

Please note: We recognise as the data controller for the personal data of proposed mentors you have an obligation to share the necessary privacy policies with them.

Organisation details:

2. I have shared the privacy statement, policy and notice with all mentors who I am applying on behalf of. They have given their consent and agree to all privacy notices.
3. I have completed the TMP expression of interest to confirm my organisations eligibility.
4. Name of organisation
5. Organisation address
6. Organisation Region
7. Type of Organisation
8. If you have selected 'other' as your organisation type, please provide further information.

Project / Grant Lead Details:

Please provide the details of the primary and secondary project / grant leads who will be responsible for coordinating the programme within your organisation. Please provide the same details as those provided in your expression of interest. If the details provided differ, please use the last question in this section to explain – e.g. no longer at the organisation.

9. Full name of Primary Project/Grant Lead
10. Job Title of Primary Project/Grant Lead
11. Primary Project / Grant Lead email address (please check the email provided carefully)
12. Full name of Secondary Project / Grant Lead
13. Job title of Secondary Project / Grant Lead
14. Secondary Project / Grant Lead email address (please check the email provided carefully)
15. If any of the details for the Primary or Secondary Project / Grant Leads have changed since your expression of interest, please can you outline why.
16. Please confirm that the Primary and Secondary Project / Grant Leads understand they are responsible for submitting timely reports and grant claims (if applicable) to Cognition Learning Group.

17. Please confirm you have capacity in your job role to effectively coordinate the programme and to ensure mentors and mentees are supported to remain on the programme.
18. Which Cohort are you applying for?

Mentor Supporting Statements (this is repeated for up to 5 mentors)

In this section, project / grant leads will need to provide supporting statements for each mentor wanting to take part. These questions are repeated for up to five times as each organisation can apply for a maximum of 5 mentor places each financial year of the programme.

Please review each answer carefully to ensure that all details provided are accurate.

Statements will be reviewed and scored by the TMP Team using a scale of 0 – 2 (0 being unsatisfactory, 1 being satisfactory, 2 being excellent). Any responses scored 0 will be asked to resubmit as detailed in the Application Guidance Document.

19. Mentor 1's full name
20. Mentor 1's email address
21. Mentor 1's job title
22. Mentor 1's subject area
23. Please confirm that Mentor 1 has access to mentees who are early career teacher practitioners in FE* (those defined as having three years or less teaching experience and can be qualified, partially qualified or unqualified) and is able to undertake mentoring.

* A member of staff with teaching responsibilities even if it's not their main role. Job role / title can also be known as: Advanced Practitioner, Instructor, Lecturer, Practitioner, Teacher, Trainer or Tutor.

24. Which course is Mentor 1 applying for?

If Advanced is supplied, the question 25 will be asked

25. You have indicated Mentor 1 is applying for the Advanced Mentoring for Experienced Mentors course. Please can you confirm that they have at least one year's experience of mentoring and have an understanding of mentoring models such as GROW and OSKAR?
26. Please provide a motivation statement for the mentor. This should cover why they are being nominated, their motivation for taking part and if they are applying for the Advanced course, please provide details of their current mentoring experience and their understanding of mentoring models and theories. (200 words maximum).
27. **Confirm if you are applying for an additional mentor (these questions will be asked up to 5 times, depending on how many mentors you are applying for).**
63. Please can you provide details of how you expect mentees in your organisation to benefit from having access to a mentor on the TMP and what results you are hoping to see (such as staff retention or increased wellbeing).

Budget:

If you require a grant, this section will ask you to complete an initial budget template that outlines how you plan to allocate the funding of up to £5,000 per mentor to support their participation in the programme. To understand which activities are eligible for grant funding, please refer to our Mentoring Activities Guidance Document 24/25.

Please note that participating providers are no longer required to apply for grant funding as a condition of programme participation. Organisations can choose to take part without accessing the grant funding, as long as they can release mentors to engage in all elements of the programme.

If you require a grant, you will need to confirm your agreement to the monitoring and auditing purposes of the grants. Here are some important points to consider before completing your application:

- Sample checks: 10% of providers will be selected for an audit check. If your organisation is chosen, you will be asked to provide evidence supporting the information provided in your progress report and budget. Examples of supporting documentation could include timesheets to validate recorded mentoring activities, salary calculations to justify hourly rates, or documentation produced using grant funding. While these are examples, organisations may have their own methods of recording activity, and any documentation that supports your report and use of grant funding is welcomed.
- Statement of Grant Usage: All providers will be required to complete a Statement of Grant Usage, which must be signed by the Chief Financial Officer or Finance Director of their organisation and returned to Cognition Learning Group within 28 days of the end of the financial year. The Statement of Grant Usages purpose is for providers to certify that grant funds were used for the purposes set out in the Grant Funding Agreement and Grant Offer Letter.

If you have any questions or concerns regarding the audit requirements, please contact the TMP Team at tmpenquiries@cognitioneducation.com

To assist you in completing the budget template, the following information provides guidance for each budget line. Please note that you do not need to utilise every budget line, and you should only claim funding for the specific needs required to facilitate participation.

Costs per mentor:

- Reduction of mentors' teaching timetable to complete 27.5 hours of guided learning (allowing mentors to attend live learning sessions and online course elements).
- Reduction of mentors' teaching timetable to complete a minimum of 18 hours of mentoring practice (you may budget for more than 18 hours if feasible, considering the mentors' workload).
- Reduction of mentees' teaching timetable for mentoring (remission hours needed for early career teachers to meet with their mentors for mentoring sessions).

Administrative costs associated with coordination and reporting:

- Please provide remission hours for the Primary and Secondary Project/Grant Leads responsible for coordinating the programme and fulfilling reporting requirements.

Organisational costs:

Please indicate whether any funding would be required to undertake the following activities, aimed at embedding and establishing a mentoring culture within your organization.

Please note that the budget lines mentioned above should take priority, and any remaining funding can be utilized to cover remission/replacement teaching costs necessary to carry out the agreed-upon activities below. Ensure that the allocated hours are realistic and achievable.

- Conducting a mentor training needs analysis and setting up a project plan.
- Establishing and running a cross-organizational working group to foster a whole-organizational approach to mentoring.
- Developing resources to adopt new internal documentation/resources that are not currently accessible (resources should be developed during the programme lifespan rather than outside of the cohort).
- Hiring a mentoring coordinator to manage the project and oversee or support mentoring activities taking place across your organization (this is applicable to projects not related to TMP).
- Conducting post-programme reviews, including wash-up meetings, action planning, and presenting lessons learned to colleagues.
- Providing ongoing CPD for mentors not enrolled in TMP (for instance, mentor supervisions, action learning sets, or communities of practice).

64. Does your organisation require a grant to participate in the TMP? (if no, move to question 68).

65. Because you have indicated that your organisation requires a grant to participate on the TMP. Please download the budget template and complete the spreadsheet to indicate how much grant funding you require. Once you have completed this, please send to the TMP Team - tmpenquiries@cognitioneducation.com

Clearly mark in the subject of your email your organisation name and that this is your budget submission as part of your application - *'Organisation Name: Budget Template for TMP Application'*.

Once you have submitted your budget template, please confirm below.

66. I confirm I have submitted my organisations budget template.

67. Please confirm that your organisation agrees to the auditing processes outlined above (10% sample check and completing the Statement of Grant Usage signed by your organisations Chief Financial Officer or Finance Director).

Primary Project/Grant Lead Statement

68. As the person responsible for managing the programme within your organisation. Please can you explain how your organisations participating in the TMP will help develop a whole-organisation approach to mentoring (150 words max).

Submission page:

Thank you for taking the time to complete your application. Please click submit below to send your application to the TMP Team for scoring. The TMP Team will envisage to provide an outcome within 2 weeks of receiving your application.

If you have any questions in the meantime, please contact us on tmpenquiries@cognitioneducation.com

SUBMIT APPLICATION BUTTON