

Professional Mentoring scheme – Mentors’ guide

About UAL

University of the Arts London (UAL) offers an extensive range of courses in art, design, fashion, communication and performing art. Our graduates go on to work in and shape creative industries worldwide.

The University draws together six renowned colleges, each with its own long-established reputation: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts.

UAL’s Careers & Employability team provides students and recent graduates with the advice and support they need to embark on future careers. We work in collaboration with industry, employers and other UAL departments.

We look for creatives with over 3 years’ professional experience in their creative industry or arts discipline, to join the mentoring programme as mentors.

Professional Mentoring Programme

The Professional Mentoring Scheme links creative professionals with our 2nd and 3rd year undergraduate students, to provide much-valued additional support and guidance as they reach the end of their studies and begin to think about future careers.

See: [UAL's Professional Mentoring webpage for students](#)

During Professional Mentoring, you will offer the mentee:

- one-to-one support and guidance on their career plans
- encouragement and support to focus on, and formulate, career aspirations
- help to think about where their career opportunities may be found
- chance to explore how to build professional networks and relationships
- your knowledge and skills, gained from experience of working in your arts sector/discipline
- opportunities for the mentee to build and develop confidence, employability / enterprise skills, and enhance personal and social competencies.

By the end of the 6 months the mentee should have greater career focus, be more decisive about their future career plans, and have an increased awareness of career opportunities.

Why volunteer as a mentor with UAL?

Mentorship is not a one way process. Studies by NESTA (2009) and UnLtd (2011) have demonstrated that mentorship also brings many benefits to mentors, such as:

- **Professional development** – enhances leadership, interpersonal and communication skills, and can be shown on your CV
- **Personal interest** through meeting young people and hearing fresh ideas
- Opportunity to **give back to the higher education community**, and use your professional skills in a different and rewarding context
- Achieve a sense of **reward and satisfaction** from helping a student develop and grow in the transition between education and career
- **New contacts** through connection with UAL and occasional invites to events

The Mentoring Coordinator offers support and advice throughout the programme.

What is the time commitment?

- **Attend a Mentor Training – online during the COVID-19 pandemic**

Before we match you with a student, you must attend a one-off training session. This is an interactive training, which covers all the basic elements of mentoring, offers you a chance to ask questions, and try some role play exercises.

- **Six 1-2 hour mentoring sessions: in periods Oct to March / March to Aug**

We ask for a commitment of 1 to 2 hours a month, over six months, to work with your student mentee. There are two main mentoring periods each academic year: October to March, and March to August. You can elect to mentor during just one period – or put yourself forward for both.

Mentoring is normally held in person, face to face. However, during the COVID-19 pandemic most mentoring meetings are by Skype/Zoom or email/phone.

- **Complete a feedback questionnaire**

Mentors are asked to complete our feedback survey at the middle and end of each mentoring partnership, to help us develop and improve our provision.

How do I register to Mentor?

Please register your interest by emailing your CV or biography, along with any links to website, Linked In profile etc. to: professionalmentoring@arts.ac.uk,

We will contact you to discuss this further, and answer any questions. If all is fine, and both sides are happy to proceed, we send you a link to sign up for a training session. After completing training, you will register your full profile and preferences, on SUMAC (our online matching system).

Frequently asked questions

1. What is the role of a mentor?

A mentor will meet regularly (minimum of six times) with their undergraduate student, over the six months of the scheme, to provide support around future career plans and career aspirations. The role is one of listening, asking questions, suggestions options, paraphrasing and summarising – rather than giving actual career advice or instructions. A mentor's primary task is to support the journey each mentee designs for themselves, and help them to think through their action plan, as they take their next steps and decide on their options.

Careers and Employability acknowledges the barriers that exist for people of colour in the creative industries. UAL's Professional Mentoring programme is committed to actively recruiting mentors of colour, to support our students and create a more diverse cultural sector.

2. How long will I be a mentor for?

The mentor/mentee relationship lasts for 6 months. There are two periods annually: October to March and March to August. You can put yourself forward for one, or both.

3. How often will I have to meet my mentee?

You will be expected to meet for an average of 1-2 hours per month for six months.

4. Where do I hold my meetings with my mentee?

During the COVID-19 pandemic, most meetings are held online in 2020/21.

5. Are there any cases where payment is available?

Being a mentor is usually voluntary (with some exceptions, see below).

UAL's Professional Mentoring programme has a limited number of discretionary payments for mentors, payable at the point of being matched with a student. This payment is **£240 per student** (for online or face to face mentoring, or a combination of both).

You are eligible if your gross household income (all adult earners) is:

Under £16,000 for a household without children

Under £30,000 for a household with one or more children

This fee is made in two payments of £120 - the first after 3 mentoring sessions, and the second on completion of 6 sessions.

Please note that some payments are liable to PAYE deductions at source and are dependent on availability. Personal and financial information are treated with the utmost confidence.

Payments outside the UK can only be made on receipt of a business invoice.

6. I have no experience as a mentor, does this matter?

No; training and ongoing support will be given. We are looking for people with the right personal qualities and professional experience, who can commit to the time period.

Jane D'Aulby, Mentoring and Projects Coordinator, Careers and Employability, UAL

Email: professionalmentoring@arts.ac.uk / [linkedin.com/in/professional-mentoring-at-ual](https://www.linkedin.com/in/professional-mentoring-at-ual)

7. What sort of support will be available?

Training will be given at the outset, in a workshop. The mentoring team will be in regular contact with you by phone and email when you need it.

8. How will I be matched with a mentee?

Mentors/mentees are usually matched by discipline, so that they speak the same 'arts industry language' and the mentor can offer tips on how the industry works. We also look at your skills, experience and interests, and compare these to the mentees' requests.

9. If I fill in my online registration form and do the training session, will I automatically be matched with a mentee?

Not quite. By registering and completing the training, you become one of the 'mentoring-ready' people in our Mentoring Pool. If we cannot match your offer with the needs of any student in the current round, we will try to match you in the next cohort.

10. What happens if myself and my mentee don't get on?

We work very hard on the matching process – so, although this is a common fear, in reality it rarely happens. If it does, you must communicate with us. We will liaise with you both to try and make it work. If necessary we would close down the relationship.

11. Will I need to give feedback?

We may email you periodically to check that everything is going okay. We also ask you to complete a feedback survey about the scheme, after each mentoring period.

12. What do I do if my mentee brings up issues I don't feel qualified or equipped to deal with, or if I have concerns about how the relationship is going?

We have developed a Code of Ethics for Mentors - to clarify what is expected in detail. If there is anything you are concerned about, either you or your mentee should speak to the Mentoring Coordinator. We are here to help the process work.

13. Can I have more than one mentee?

We will match you with one mentee at the start. You may increase this later.

14. What are the benefits of being a mentor?

We hope that by being a mentor, you will develop a rewarding relationship with your mentee that will allow you to see the growth of an individual as they start to think about the next stage of their life. As well as gaining communication and leadership skills, you will be a vital member of the mentoring network and have an influential part in your mentee's journey towards their future career.

16. Where do you recruit your mentors from?

We recruit mentors from our alumni community, our academic network and via industry partners and LinkedIn. We are keen to work with mentors from a diverse range of backgrounds and practices. We are particularly interested in working with mentors of colour and those who were first generation entrants into higher education.

17. I can't commit the time right now; will you be recruiting again in the future?

We recruit mentors all year round – to be matched in the next cycle. Please register your interest at any time: professionalmentoring@arts.ac.uk

Jane D'Aulby, Mentoring and Projects Coordinator, Careers and Employability, UAL

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