

Please attach a copy of your CV for assessment and so we can match it against our Mentoring Criteria.

Please return completed application form to: **Mentoring Service, Professional Development Department, The Institution of Engineering and Technology, Michael Faraday House, Six Hills Way, Stevenage SG1 2AY, UK**  
Or sign and email it to: [mentoring@theiet.org](mailto:mentoring@theiet.org) T: +44 (0)1438 767647

Please ensure your form is fully completed (including your membership number) before sending back thank you

SECTION A Personal Information					
Family Name			Dr/Mr/Mrs/ Ms/Miss/Other		Date of Birth
Other Names			Job Title		
Honours/Title/Qualifications			Employer Name		
Home Address			Employer Address		
		Postcode			Postcode
Home Tel No			Daytime Tel No		
Membership No*			Email		

SECTION B Educational Qualifications					
From (Mth/Yr)	To (Mth/Yr)	Educational Establishment	Course Title	Classification of Degree	Mode of Study (FT/PT/SW)

What do you hope to achieve by participating in this service?

CEng registration

EngTech registration

IEng registration

ICT Techregistration

*If you have any further requirements please contact us by email or telephone to discuss.*

**By applying for mentor support for professional registration, you will also be registered with the IET's Initial Professional Development (IPD) service so that we can contact you with information relevant to working toward professional registration and so we can provide any other support alongside mentoring.**

Which main industry sector do you work in?

What are your other professional interests?

Is the company you work for accredited with the IET?

Does your company have its own in-company mentoring scheme?

In the first instance, local face-to-face mentoring is best practice and strongly encouraged, however, should this not be possible, would you consider being linked to someone at a distance by mentoring virtually via email or over the telephone?  Yes  No

**Please ensure you have read the attached guidelines and mentoring responsibilities so you can understand your commitment as a mentee through the IET mentoring service.**

I hereby give my permission for this information to be circulated to those relevant members within the geographical local network, and I have read and understood the Mentoring Guidelines.

#### Data Protection

The information that you provide to the IET will be used to ensure we provide you with products and services that best meet your needs. This may include the promotion of specific IET products and services by post and/or electronic means. By providing us with your contact details you agree that we may contact you. You can change this preference at any time by visiting [www.theiet.org/my](http://www.theiet.org/my).

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Mentoring Guidelines**

**The IET Volunteer Mentoring Service is facilitated by IET staff and pairings are made centrally but it is expected that relationships will be managed by the individual mentor and mentee. This allows them to adapt the relationship according to the mentee's needs and mentor's commitments.**

The following guidelines should be read by mentors and mentees. They do not constitute a formal agreement, but they need to be understood by both parties.

- The mentoring relationship is entirely voluntary for both parties. The IET does not reimburse any expenses incurred in this role
- At the outset, the roles of mentor and mentee should be agreed so that both parties have a clear understanding of their role
- As a mentor, you are there to respond to the mentee's development needs, not impose your own agenda. The mentor should not act on behalf of the mentee or give specific advice. The mentor's role is to challenge and support the mentee and provide constructive feedback
- Mutually agree a location, time and date for meetings ensuring both parties are happy with regards to safety, security, travel arrangements and mutual well being
- Mutual respect is required as either or both parties may be busy with workloads or other responsibilities. Be reasonable with each other and both take responsibility for the mentoring relationship
- Both aim to keep the relationship working well and to keep in regular contact with each other as much as possible. Remember to keep each other updated and be aware that any matters discussed need to be treated as confidential
- Both parties to mutually agree a relevant time period for the mentoring relationship – this can be terminated at any time but has to be discussed first ensuring mutual respect and understanding. Once the relationship has ended you need to inform us at the IET by completing an end of pairing form. This form can be found in the mentoring toolkit and needs to be completed by both, the mentee and mentor.

## **E-Mentoring**

**When face-to-face mentoring is not possible for individuals (distance difficulties, no local mentor/mentee availability, etc.), e mentoring may be suggested and co-ordinated by the IET.**

Whilst e-mentoring may be convenient for some, it needs to be recognised that it can have its limitations:

- It can take longer to build a good mentoring relationship
- Benefits of a face-to-face meeting such as facial expressions and body language can be lost

E-mentoring is best suited for individuals who have an open mind and are keen to make the mentoring relationship work when there can be obstacles in their way or for people with specific needs that cannot be met locally.