

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

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

Before completing this form please read and familiarise yourself with the **Mentor Guidelines**.

Please ensure your form is fully completed (including your membership number) before sending to us, thank you.

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

Please select your registered status:

CEng registered	FIET
IEng registered	MIET
EngTech registered	
ICT <i>Tech</i> registered	

When did you achieve your registration?

Number of mentees you are prepared to assist at any one time? One Two Three

What main sector(s) do you currently work in?

How did you hear about the IET mentoring service?

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, over the telephone or even skype? Yes No

Please ensure you have read the Mentoring Guidelines so you can understand your commitment as a mentor 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 overleaf.

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.

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.