**University of Cumbria**

**Primary Mentor Training**

**Information Booklet**

**2024-2025**

A teacher helping students with writing

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**Introduction**

A cornerstone of the partnership is the professional preparation for roles associated with working in ITE. In the partnership, there are currently several mentor training modules, which aim to provide a range of professional development opportunities for those with varying levels of experience of working in ITE. The focus on mentoring and coaching in the progression of national standards for teachers reinforces this assertion.

All ITT providers are required to work with general mentors to ensure that expert colleagues know and understand how to develop ITT trainees effectively. General mentors will have up to 20 hours of ‘training’ available to them; with 6 hours annual refresher for experienced mentors.

We are proud to have been working with several other NW providers and our accredited lead university- University of Warwick; to dovetail mentor training provision- allowing us to certify training that has taken place in more than one location (Reducing mentor workload!). What is even better is that general mentor training in academic year 2024/25 will be **nationally funded** (See section below).

In response from September 2024**,** The University of Cumbria will be launching our **General Mentor: Mentor Training Curriculum.** The professional development programme:

* **Builds** on the range of provision already in existence
* **Sequences** progression of mentor training
* **Respects** colleagues substantial experience and builds upon it
* **Engages** Mentors through online autonomous training
* **Acknowledges** mentors’ wide range of experiences
* **Encourages** professional development through self-assessment
* **Develops** transferable skills to induction tutoring, performance management and coaching

Our new (colour coded) MT curriculum consists of **3 core tiers of Mentor Development (training) provision. All 3 tiers will run concurrently- allowing us to jointly identify the most appropriate tier or elements for each mentor.**

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| 1 | Comprising of 20 hours of mentor development & support (training) throughout your first year as an ITT mentor. Training will be transferable between NW training providers.  Initial training set in the context of UoC ITT primary curriculum and placement expectations.) |

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| **2** | **Developing Mentor Training:** Bespoke UoC detail  For mentors who have completed Initial Mentor training at UoC or with another Lancashire consortium provider |
| Comprising part of 6 hours of annual refresher/update and institution specific mentor development training.  Examples include using the UoC ITT curriculum depth to support a trainee, setting UoC ITT curriculum led targets. Regular update outputs and research, alongside QA visits will contribute to the time compliance of this strand. |

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| **3** | **Enhancement Mentor Training:** Module choice  For mentors who have completed all initial and developing mentoring training. |
| Comprising of 6 hours of annual training. Module choice allows experienced mentors to enhance their skills and knowledge – modules for selection - Adaptive teaching or a Subject focused module.  Regular update outputs and research, alongside QA visits will contribute to the time compliance of this strand. |

We have created a **short audit & flow chart** for you to work out which sections of training you should complete during the academic year.

Of course, you will continue to discuss this with your Lead Mentor: University Partnership Tutor at each QA touch point or Partner visit

**Mentor Development**

Mentor Development is provided by either:

1. Online Teams sessions,
2. Through independent learning using the online learning platform Mosaic
3. Through a combination of the two.

You will receive Mosaic login details by email from the Placement Team.

To access Mosaic, we need to set you up with a Mosaic Account and to do this we need your up-to-date details so please complete a form by clicking on the link [Mosaic-Mentor Training System](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DHdsntliZ0U-OpIrDsnzwD9IFoH1IV9hKkHCxyHT1wFtUNlNPMUU0V1lCRTI0UVFOSDVHT1VZM0c5Qy4u&data=05%7C02%7Cmentortraining%40cumbria.ac.uk%7C56e1bbaf80184785f68008dcb5f1fda7%7Cb627db1d99584fd18ea48ac3b27cf00f%7C1%7C0%7C638585298191876881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=wGG9cotyzKEvZzMfOgDiCmw7z8FStNjHtjjnxexFMM0%3D&reserved=0) if you have not done so previously.

We have created a **short audit & flow chart** (below) for you to work out which sections of training you should complete during the academic year and a curriculum overview providing further information on the modules required. Of course, you will continue to discuss this with your Lead Mentor: University Partnership Tutor at each QA touch point or Partner visit.

A diagram of a program

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A diagram of tiers and tiers

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Once you have identified the training required the sections below provide further detail on the actions required to access the training.

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| **Tier 1** | | |
| **A** | **Initial Mentor Training**  A one-hour online session for new Mentors exploring the Initial Teacher Training and Early Career Framework (ITTECF) and the University of Cumbria’s curriculum and assessment design. The session will also introduce Mentors on how to access the compulsory, asynchronous online learning modules. | **How to book:**  See below for session dates and corresponding links. Please follow the link to your preferred date to complete an online booking form. |
| **B** | Complete the **Tier 1 Mosaic** learning modules throughout the academic year. Complete the reflection document and be prepared to discuss your progress during the Lead Mentor: University Partnership Tutor QA visit | |

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| **Tier 2** | | |
| **A** | **Target Setting Training**  A 75-minute online session preparing Mentors in linking targets to the students ITT curriculum. The session will explore how to set SMART targets in line with Staged Expectations and the domains of ITT learning. Input will be provided on how to expand targets from composite to component through clear implementation steps in addition to verb driven actions. Short-, medium- and long-term targets will be analysed in line with the University of Cumbria processes and procedures including weekly reviews, target running records and End of Placement Reports. | **How to book:**  See below for session dates and corresponding links. Please follow the link to your preferred date to complete an online booking form. |
| **B** | Complete the **Tier 2 Mosaic** learning modules throughout the academic year. Complete the reflection document and be prepared to discuss your progress during the Lead Mentor: University Partnership Tutor QA visit | |

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| **Tier 3** |
| Complete the online Tier 3 Mosaic modules throughout the academic year. Complete the reflection document and be prepared to discuss your progress during the Lead Mentor: University Partnership Tutor QA visit |

**Drop In Sessions**

We are also offering optional drop in, online sessions supporting Mentors prior to the placements starting, more information can be found here:

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| **Beginning Drop In**  An optional online drop-in session for Mentors preparing to support a student on a Beginning Placement. Speak directly to a University Lead Mentor – UPT. Ideal for quick informal queries. | **How to book:** Please follow the link below to  complete an online booking form for your session.   * Monday 14th October PG & 1/3 -4.00-5.15:   [PGCE &Y1/3 Beginning Drop- In Session 14th October 2024](https://events.teams.microsoft.com/event/ea9d8c98-378d-41ba-a494-feefba2dd362@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f)   * Wednesday 29th January PG (Jan) - 4.00-5.15: [PG (Jan) Beginning Drop-In Session 29th January 2025](https://events.teams.microsoft.com/event/48ab331e-779a-475e-81cd-6943a33d7457@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| **Developing Drop In**  An optional online drop-in session for Mentors preparing to support a student on a Developing Placement. Speak directly to a University Lead Mentor – UPT. Ideal for quick informal queries. | **How to book:** Please follow the link below to  complete an online booking form for your preferred session.   * Wednesday 11th December -Y3/4 & PGCE- 4.00-15 PGCE: [Y3/4&PGCE Developing Drop- In Session 11th December 2024](https://events.teams.microsoft.com/event/5614e6a4-0fd9-45d0-88b5-82981df198bb@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) * Monday 20th January-Y2/3- 4.00-5.15: [Y2/3 Developing Drop- In Session 20th January 2025](https://events.teams.microsoft.com/event/4cb44857-e65b-4ecd-8e2f-a85dfddcd311@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) * Tuesday 8th April-Y2/Y4- 4.00-5.15: [Y2/4 Developing Drop- In Session 8th April 2025](https://events.teams.microsoft.com/event/3bc3dcaa-3b98-4e7e-8079-fe309b5964e5@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) * Thursday 8th May –PG(Jan) - 4.00-5.15:[PG (Jan) Developing Drop-In Session 8th May 2025](https://events.teams.microsoft.com/event/b703af3d-b39b-4aae-8b78-8a9056d16251@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| **Extending Drop In**  An optional online drop-in session for Mentors preparing to support a student on an Extending Placement. Speak directly to a University Lead Mentor – UPT. Ideal for quick informal queries. | **How to book:** Please follow the link below to  complete an online booking form for your preferred session.   * Tuesday 1st October – Y3/3 -4.00-5.15: [Y3/3 Extending Drop- In Session 1st October 2024](https://events.teams.microsoft.com/event/afabe56d-d38c-4f72-95ef-a13c9674b45d@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) * Thursday 10th April – PGCE-4.00-5.15:   [PGCE Extending Drop- In Session 10th April 2025](https://events.teams.microsoft.com/event/ef697d87-eab8-47d9-8b4d-f5805e18055e@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |

**Funding**

**Genera Mentor Training funding will help with the cost of mentors being away from the classroom while they train. This could include:**

• paying for someone to take over lessons while a mentor is training

• paying for someone to teach if a mentor takes time off in lieu to train

• overtime payment to the mentor, if they are training outside normal working hours (teacher workload should be carefully considered in such cases)

• paying for any costs that come from reducing a mentor’s other responsibilities, so they have time to train This funding applies to schools that:

• offer placements to ITT trainees, including special schools, pupil referral units, independent schools, early years settings and further education organisations

• have mentors working with ITT trainees who started or returned to their training at any time between 1 September 2024 and 31 May 2025.

• have General Mentors that intended to work with ITT trainees who would have started their training any time between 1 September 2024 and 31 May 2025 , the trainee withdrew after the mentor training took place.

**Up to £876 (£43.80 per hour)** — for schools outside London (the rest of England)- based on the number of hours of training required (up to max 20 hrs)

**Schools will be able to claim this funding at the end of the 2024/25 academic year**

**Placement schools will be able to submit a claim via a new GOV.UK service.**  **The service will open in Spring 2025 and schools will be able to submit their claims once their General Mentors have completed their training and mentored a trainee.**

Schools must complete their claims by the end of July to receive payment from the Educational and Skills Funding Agency (ESFA) in late September/early October. If schools miss the payment window, they will be able to submit a claim in September, with payment being made in December 2025.

**General Mentors working with providers:**

If a school hosts trainees from different providers, a mentor might have to undertake their initial mentor training with each provider, but accredited ITT providers should consider prior training when deciding what aspects of their mentor training a mentor should complete.

Schools can claim funding for the time a mentor spends training at each provider. For schools to claim this funding, a mentor must have worked with a trainee who started or intended to start their ITT in the 2024/25 academic year (between 1 September 2024 6 and 31 May 2025). Schools must ensure a trainee has one dedicated mentor during their placement (unless the mentor works in a job-share). Other teachers may support elements of the trainee’s placement, but **schools can only claim funding for the training time of the trainee’s dedicated General Mentor.**

As previously highlighted- UoC works with a range of other providers to ‘accredit’ training completed with them. We would only require mentors to then complete training specific to UoC paperwork and processes.

**Session Dates**

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| **Initial Mentor Training** | |
| Tuesday 8th October | [Initial Mentor Training 8th October 2024](https://events.teams.microsoft.com/event/dca08c40-bb1b-4e18-a542-11fb356591c6@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Monday 11th November | [Initial Mentor Training 11th November 2024](https://events.teams.microsoft.com/event/6b52eb67-e1bf-4c17-96c0-e27e2ff6bf9b@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Tuesday 14th January | [Initial Mentor Training 14th January 2025](https://events.teams.microsoft.com/event/90e66463-3cb0-45ba-81f1-1d9d68d3193c@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Thursday 30th January | [Initial Mentor Training 30th January 2025](https://events.teams.microsoft.com/event/127f1f67-0514-4ac2-8371-fc619bbaf685@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Monday 3rd February | [Initial Mentor Training 3rd February 2025](https://events.teams.microsoft.com/event/218bda3c-c3f6-4acd-a3f6-ea79cbf9a2ef@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Thursday 13th March | [Initial Mentor Training 13th March 2025](https://events.teams.microsoft.com/event/d3e5d144-7677-4456-a315-b76a758ffc27@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Wednesday 2nd April | [Initial Mentor Training 2nd April 2025](https://events.teams.microsoft.com/event/c4b4d3d9-8ce3-4089-a773-05867a8d8bad@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Monday 12th May | [Initial Mentor Training 12th May 2025](https://events.teams.microsoft.com/event/6036f1f4-85f8-439d-89fd-5aa4631824e9@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |

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| **Target Setting Training** | |
| Wednesday 16th October | [Target Setting 16th October 2024](https://events.teams.microsoft.com/event/48491530-3043-49b8-972a-684cacca3d90@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Thursday 21st October | [Target Setting 21st October 2024](https://events.teams.microsoft.com/event/d6f5def3-19a2-4a85-90a8-e0b7dff63eff@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Thursday 9th January | [Target Setting 9th January 2025](https://events.teams.microsoft.com/event/c7e59481-1bf4-4a09-945c-52c495d4533e@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Wednesday 26th February | [Target Setting 26th February 2025](https://events.teams.microsoft.com/event/969115a2-9914-48d6-90ca-1b2b48e968da@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Monday 24th March | [Target Setting 24th March 2025](https://events.teams.microsoft.com/event/fd5ffcbc-4191-4bfe-a051-e97e9a129ea1@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |
| Tuesday 6th May | [Target Setting 6th May 2025](https://events.teams.microsoft.com/event/b14ad6a0-727e-4849-8905-1b2c4c3c392b@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |

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