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Mentor training/development update for 2024-25

Dear University of Cumbria ITT school mentor,

Thank you for supporting the University of Cumbria in 2024-25 and considering your ongoing Mentor Professional Development.

From 2024-25 all ITT providers are required to work with general mentors to ensure that expert colleagues know and understand how to develop ITT trainees effectively.

In line with DfE’s revised (Nov 24) Initial teacher training (ITT) reform the original minimum requirement hours set are no longer applicable although schools are still able to **claim up to 20 hours of funding per mentor for this academic year, for any training they continue to complete (in addition to hosting an ITT placement).** Details on how to claim funding can be found via this link;[**claim funding for mentor training**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclaim-funding-for-mentor-training.education.gov.uk%2F&data=05%7C02%7Celaine.burch%40cumbria.ac.uk%7C5e8541bdc48142fe492f08dd34a819c7%7Cb627db1d99584fd18ea48ac3b27cf00f%7C1%7C0%7C638724618767457366%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=0z%2FYpfqJKTIVU%2B%2BnRQnshVtz%2BjAGBGOrS%2BqP3Cdz%2B9A%3D&reserved=0)

**What are the new requirements?**

“All accredited ITT providers should ensure that all mentors receive sufficient high-quality training to ensure they can effectively support a trainee teacher to obtain the knowledge and skills they need to successfully complete their ITT school placement.

Mentor training (and relevant prior learning) should provide mentors with the knowledge and skills they need to undertake the role, including knowledge and understanding of the ITT core content framework and its underpinning evidence, and of the ITT curriculum which the trainee will be following.”

From September 2024**,** The University of Cumbria launched 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

To this end, we will continue to work with each and every mentor throughout our ITE Partnership, to identify the training most appropriate to their existing experience, skill and expertise in role.

We will identify the ‘essential’ areas of focus for all mentors, and through ongoing high quality QA activity discuss and advise on what is the most appropriate next steps in development.

We will continue to allow your professional articulation of prior training to dictate where best to access (tier) our suite of high-quality resources.

Our MT curriculum consists of **3 core tiers of Mentor Development (training) provision. All 3 tiers are available throughout the year for you to access and you only need to carry out the essential training for the tier you require.**

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| **1** | **Initial (NEW) to ITT mentoring:** Initial Mentor training - For all new ITT mentors |
| **Essential Modules:**   * Initial Mentor Training Introduction (Online synchronous) * Purpose and Design of ITTECF * Understanding Teacher Education at the UOC * Mentoring and Coaching * Observation and Feedback   + Tier 1 Developmental Modules identified using the self-audit  2 x QA touchpoints (during student placement) |

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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 |
| **Essential Modules:**   * Setting ITE curriculum targets (Online synchronous) * The CFF and UoC ITT curriculum module (curriculum depth & breadth) * Challenging disadvantage together   + Tier 2 Developmental Modules in UOC Paperwork and Processes identified using the self-audit  + 2 x QA touchpoints (during student placement) |

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| **3** | **Enhancement Mentor Training:** Module choice  For mentors who have completed all initial and developing mentoring training. |
| * 1 module from the suite in **tier 3**   + Tier 1 and 2 Developmental Modules identified using the self-audit in UOC  + 2 x QA touchpoints (during student placement) |

**\*UoC are committed to maintaining our entire range of training availability for all. Therefore, please use audits of skills to identify further/next steps (CPD).**

**We also offer synchronous (online) bespoke placement readiness (drop’ ins) training as required (see drop-in sessions below).**

The training 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.

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 (Appendix 1)** 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.

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 Appendix 2 for session dates and corresponding links. Pleas follow the link to your preferred date to complete an online booking form. |
| **B** | Complete the **Tier 1 Mosaic** essential 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 Appendix 2 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** essential 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 training selected throughout the year. Complete the reflection document and be prepared to discuss your progress during the Lead Mentor: University Partnership Tutor QA visit |

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) |
| **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 1st April-Y2/Y4- 4.00-5.15:   [Y2/4 Developing Drop-In Session 1st April 2025](https://events.teams.microsoft.com/event/cd362c47-33c0-4b0c-a3b5-f4bd50ba3f1c@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 3rd April – PGCE-4.00-5.15: [PGCE Extending Drop - In Session 3rd April 2025](https://events.teams.microsoft.com/event/a437286b-659e-4047-8bb5-0d853430bdac@b627db1d-9958-4fd1-8ea4-8ac3b27cf00f) |

Please direct any enquiries relating to mentor training to [mentortraining@cumbria.ac.uk](mailto:mentortraining@cumbria.ac.uk)

Many thanks for your continued support of the ITT partnership.

Pat Freeman & Leadership Team

**Patrick Freeman SFHEA**

Placement Liaison Manager | Institute of Education

**APPENDIX 1**

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**APPENDIX 2**

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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) |
| Wednesday 15th January [Initial Mentor Training 15th January 2025](https://events.teams.microsoft.com/event/61e8caf4-001a-47c1-8d6c-a7aaedaca09e@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/069ec8df-eafe-4629-895d-a51724def027@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) |