**Mentee Application & Matching Form**

**2022-23**

SSPSSR Mentoring is a way for Kent students to connect with Kent Alumni working in industry, to receive guidance, in order to support them in their future career. Students partaking in SSPSSR Mentoring will have the opportunity to:

* Explore a particular profession or sector
* Develop employability skills and grow in confidence
* Establish and build professional connections

Successful completion of the programme will award you with 15 Employability Points and a certificate.

This is a 6 Month programme, delivered from September – March 2023. If successful, you must be ableto **commit to a minimum of 6x meetings with your mentor**, during the 6 months. The programme is open to current first and second years (going into their 2nd and final year in September 2022, from the following schools only:

* **SSPSSR** (not Social Work students, due to already receive professional supervision on their placements)

**How to apply?**
Please email your completed application, including the declaration and data protection forms to
Emma Kember: e.kember@kent.ac.uk.

Please put ‘Mentoring Application’ in the subject bar. **Deadline to apply: Friday 17th June 2022 at 5pm.**

**Please note:** Introductions will be made from early September onwards. However, the matching of applicants to mentors will commence as soon as applications are received. So, earlier applicants will be more likely to get a mentor, however, it is dependent on if we can find a suitable mentor, and so application to this scheme does not guarantee acceptance.

**What happens after submission?**

You will be matched with a mentor on the basis of best ‘fit’ i.e. Someone whom has some experience/interests in line with your aspiration or special request. Application to the scheme does not guarantee acceptance.

If you are chosen to take part in the scheme, you will be notified and asked to read and complete a handbook and survey by early September. You must complete the survey in order to be fully accepted onto the scheme. **Keep an eye on your emails!** Following acceptance, an introductory email to you and your mentor will be sent at the beginning of term, in September. You will be told the mentors name, job title and info about their role. You will be provided with instructions about what to do next. If your application is not successful, support will be offered to find a mentor independently.

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| **About You** |
| **Kent Student ID:** |
| **Full name:***(Your full name will be shared with your assigned Mentor)* |
| **KENT EMAIL** *Please note,* ***all communication for this scheme will be made via your Kent email – please ensure that you are using it.*** *(Your Kent email will be shared with your assigned Mentor)*  |
| **Degree title and Academic School:***(Your Course title and School be shared with your assigned Mentor)* | **Current Year of Study (2nd,3rd):***(Your current stage shared with your assigned Mentor)* |
| **What is your % attendance for this year** (you can find this on Kent Vision).If it is below what you think is acceptable please provide reasons. |
| **I confirm that I am over 18:** Yes / No |

**Please think carefully about the answers you provide to the following questions, the information you provide will be used to consider your application and to help match you to your Mentor.**

Whilst every effort will be made to meet your preferences, please note that our mentors come from varied backgrounds and have a strong range of skills and experiences to assist with your professional development.

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| **Career Aspirations and Mentor Preferences** |
| **To help us match you to the most appropriate mentor it is important for us to understand what you wish to get out of the scheme. Use this space to tell us how you think it may benefit you or describe any challenges that you feel you may face in pursuing your career.** Max 200 words.*(This will be shared with your assigned Mentor)* |
| **Have you currently or previously had a mentor? If so, please provide details i.e. when, how they helped/what you got out of it etc.** |
| **What are your career interests, and are you looking for a mentor from a specific career background / sector? Please include as much detail as possible.***(This will be shared with your assigned Mentor)* |
| **Would you consider a mentor from a non-relevant industry? Yes / No** |
| **Please use this space to tell us anything else you would like us to know about you or, tell us if you would like your mentor to have any particular qualities/knowledge** i.e. you have an illness/disability, English is not your first language, you would like to have a mentor who knows about LGBTQ+ / BAME / disability etc. This cannot be promised but we will try our best to accommodate requests. |
| **How did you hear about the SSPSSR Mentoring Programme?** e.g. social media, your School |

**Student Declaration –** *please read carefully*

* I will complete the training and surveys associated with the programme.
* I will agree an action plan with my mentor and update it regularly.
* I will respond to correspondence sent to me in connection with this programme.
* I will be committed to the programme, attending meetings with my mentor as planned.
* I will notify my mentor in advance if I am unable to honour a commitment.
* I will keep my university mentoring contact informed of any concerns or difficulties or missed meetings.
* Should I wish to withdraw from the programme, I will notify my university mentoring contact immediately.
* I agree to my name and email address, course title and School, stage, details of my career interests and what I hope to gain from the mentoring programme, being passed to my designated Mentor, once a match has been confirmed.
* I agree that information submitted here may be used by the University of Kent to maintain contact during the programme and in the future for evaluation and monitoring purposes.

**Tick this box [ ]  to indicate you accept the terms of the declaration and to confirm that the information you have given in this form is true and accurate.**

**Please return this form to**:email: Emma Kember lssjemployability@kent.ac.uk as soon as possible.

If you have any questions, please email Emma Kember at the above address.

**Data Protection**

Under the Data Protection Act (1998) and General Data Protection Regulation (2018) individuals are as responsible for the information they collect and store as organisations.

As a Mentee, you have a personal responsibility to ensure you are compliant. This means all the contact information you receive from you Mentor should always remain confidential. You should not share any of their contact details of any kind (including social media and mobile number) unless you have their consent.

Please do not share bank details, passwords, personal account details etc. and do not allow your Mentor to disclose this information to you. If you believe that there has been a data breech, you must inform the University of Kent Careers and Employability Service immediately, (Emma Kember: e.kember@kent.ac.uk).

The Careers and Employability Service (CES) shall ensure that all personal data gathered from mentees is handled in accordance with the Data Protection Act (1998) and General Data Protection Regulation (GDPR) 2018 as required by the University, see: [www.kent.ac.uk/infocompliance](http://www.kent.ac.uk/infocompliance). On this website you can also find details on how you can access any personal data held on you. You have the right for the data held on you by the CES to be rectified, if you find it to be inaccurate, or to be erased.

**Privacy Policy**

The Careers and Employability Service at the University of Kent, manages SSPSSR Mentoring, which aims to connect Kent students with Kent Alumni working in industry, to receive guidance to support them in their future career. The programme is open to students within the following Schools; SSPSSR, Politics and IR and Psychology, at the University of Kent, in their second and final year.

The alumni work in partnership with the University of Kent, providing their professional expertise that will serve as a springboard for students to explore a particular profession or sector, develop employability skills, grow in confidence and establish and build professional connections.

By registering to participate in SSPSSR Mentoring, you agree to the following:

* Being contacted regarding any communications related to SSPSSR Mentoring via your Kent email address
* Your contact details (name and email address), course title and Academic School, year of study, career interests and what you hope to gain from the mentoring programme, being passed to your designated Mentor, once matched. Information may also be shared with a prospective mentor, to provide context as to why you have been matched with them. **If there is any information on this form that you do not wish to be passed on you may mark it as confidential.**
* The information you have provided on your mentee application and matching form will be held securely on record for the duration of the programme and after the programme has finished, for a period of 3 years, so that we can contact you to review whether you feel the programme has had an impact on your future career prospects. After a period of 3 years any personal information we hold will be destroyed.

I confirm that I have read the above data protection information and I wish to apply for the SSPSSR Mentoring Scheme.

**Name
Signature**

**Date**