Hi,

My name is (Your name) from Edge Hill University and I have been assigned to work with you as the Link Tutor on the upcoming placement for (Student name(s))

Firstly, can I thank you for agreeing to mentor one of our trainees which we’re very grateful for.

My role is to support you through the process, and this will consist of a minimum of 4 meetings (referred to as QA checkpoints) – 3 of which will be virtual check-in’s and 1 visit to your school around the halfway point.

We require all mentors to undergo training each year and this year due to DFE compliance we require all mentors to complete a brief Mentor Development Audit. This should take a maximum of 20 minutes to complete.

When you complete the Initial Mentor development Audit, your bespoke mentor development requirements for 2024-25 will be emailed to you. It is essential to complete this as soon as possible.

Please complete the Mentor Development Audit here: [https://forms.office.com/e/6wqnQT61h5](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2F6wqnQT61h5&data=05%7C02%7CSophia.Yearsley%40edgehill.ac.uk%7C2ef98243d90b4033f79308dccd7cdfba%7C093586914d8e491caa760a5cbd5ba734%7C0%7C0%7C638611183410971741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=PBvBOG5fQ2fmX3xLxclysDP3DnqYzurGHEfzCwZ1r0M%3D&reserved=0)



Phase Specific training

All mentors will be required to attend one online phase-specific session, which will give information and updates on mentoring expectations for the specific placement to support you with your mentoring and ensure the trainees get the best possible experience. Please click on the link here to book on one of the dates which corresponds with the programme that your trainee is on and book onto your bespoke training session. [Mentor Development - Mentor Space (edgehill.ac.uk)](https://sites.edgehill.ac.uk/mentorspace/mentor-development/landing/)

I will be in touch shortly to check you’ve managed to complete your Mentor Development Audit and access the phase training and to answer any further questions that you might have.

If our information is incorrect and another mentor has been assigned, then I’d be grateful if you could let me know so that we can update our records and correspond with them.

Thank you and please don’t hesitate to get in touch if I can support you with anything at this time.

Kind Regards

(Your name)