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.

If this is your first time this academic year mentoring a trainee from Edge Hill you will receive a link to complete the Initial Mentor Audit from [FoEMentoring@edgehill.ac.uk](mailto:FoEMentoring@edgehill.ac.uk) so please check your junk/spam for this. Once you complete the audit, your bespoke mentor development requirements for 2024-25 will be emailed to you, giving you the links and information to support you.

If you have already hosted an Edge Hill trainee this academic year and have completed the Initial Mentor Audit there is no need to repeat the audit. Please come along to the Phase Specific Training for the first part of the meeting (approx. 10 - 15 minutes) to understand the trainee journey so far and the expectations for the professional practice.

**Phase Specific Training**

All mentors will be required to attend the 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/prm-phase-specific-briefings/)

(Please click on [Programme and Phase name here] for available dates)

Please can you let me know a few suitable dates and times for us to meet prior to [Student Name] starting to complete the QA1 meeting and to check you are happy with your mentoring role and expectations. This will be an online meeting and will take approximately 15 minutes.

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 enable the new mentor to receive all communications.

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]