Guidance for Link tutors:

How to check if a mentor has completed core mentor training via InPlace

Contents

[Links: 1](#_Toc192145942)

[Core training via Agency Personnel record: 1](#_Toc192145943)

[Core and phase training via the students’ placement record: 3](#_Toc192145944)

## Links:

* InPlace link: <https://www.edgehill.ac.uk/service/education-placements/go/>
* Link to Core Mentor Training guidance for mentors: <http://sites.edgehill.ac.uk/mentorspace/files/2025/03/Core-Mentor-Training-OMNIS-Guidance-24-25.docx>
* Link to phase training webinar signups: [Mentor Development -      Mentor Space](https://sites.edgehill.ac.uk/mentorspace/mentor-development/landing/)

*\*If all dates have passed for webinars, please direct the mentor to the correct phase* [*Mentor Space*](https://sites.edgehill.ac.uk/mentorspace/) *page to the ‘mentor training resources’ button. Direct the mentor to email* [*foementoring@edgehill.ac.uk*](mailto:foementoring@edgehill.ac.uk) *when this is completed.*

## Core training via Agency Personnel record:

1. On InPlace, navigate to Manage>Agency Personnel

A screenshot of a computer

AI-generated content may be incorrect.

1. Type in the mentor’s name or email

A screenshot of a computer

AI-generated content may be incorrect.

1. To the right on the named mentor’s row, is a column with credentials. When a mentor has complete core training, the column will show **‘Online Mentor Training 2023/2024 completed’**

A red circle with black text

AI-generated content may be incorrect.

### Core and phase training via the students’ placement record:

1. On InPlace, navigate to the student’s placement record and scroll to the bottom to **Supervisors.**

A close-up of a name

AI-generated content may be incorrect.

1. If the mentor had completed core training it would appear on the right, on their line under Credentials as ‘Online Mentor Training 2023/2024 Completed’

A black and white text on a black and white rectangular box

AI-generated content may be incorrect.

1. If credentials is blank this means that core mentor training is outstanding.

**For phase and mentor audit completions, the dates and audit outcome will show under the ‘Mentor Training 2024’ section on the student’s placement record on InPlace:**

A screenshot of a computer

AI-generated content may be incorrect.

**Link to Core Mentor Training guidance for mentors:** <http://sites.edgehill.ac.uk/mentorspace/files/2025/03/Core-Mentor-Training-OMNIS-Guidance-24-25.docx>