Guidance for Link tutors:

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

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## 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* *when this is completed.*

## Core training via Agency Personnel record:

1. On InPlace, navigate to Manage>Agency Personnel



1. Type in the mentor’s name or email



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’**



### 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.**



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’



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:**



**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>