



Mentora
Mentoring



Outreach Toolkit


A resource to help partner organisations implement the
First Campus Young Carers / Care Experienced Young People
/ Widening Access Adult Learners mentoring programme



CAMPWS CYNTAF
YMESTYN YN EHANGACH
FIRST CAMPUS
REACHING WIDER



Table of Contents

- 01** First Campus Information
 - 02** Why Mentoring?
 - 03** Our Mentors
 - 04** First Campus Mentoring Commitment
 - 05** First Campus FAQs
 - 06** Testimonials
 - 09** Referral Form (Under 18)
 - 10** Self-Referral Form (18+ Adult Learner)
 - 11** Outreach Flyer - Pre 16 Young Carer and Care Experience
Young Person Mentee Recruitment
 - 12** Outreach Flyer - Post 16 Mentee Recruitment Young Carer
and Care Experience Young Person Mentee Recruitment
 - 13** Outreach Flyer Adult Learners Mentee Recruitment
- 



First Campus Information

Organisation

First Campus is a Reaching Wider partnership between Cardiff University, Cardiff Metropolitan University and The University of South Wales. We are a leading widening access partner, working with our Communities in South East Wales; transforming lives through learning, tackling barriers and shaping pathways to higher education.

Mission

First Campus Reaching Wider exists to widen access to higher education by tackling barriers to entry, progression and success. We achieve this through offering a suite of long-term, sustainable interventions to support attainment raising, increase awareness and provide support for progression to higher education and level 4 learning opportunities.

We work with specific priority groups: Care Experienced Young People, Young Carers and Adults 21 and over living in disadvantaged areas with no Higher Education qualifications.

Values

First Campus lives by four key values, we are: caring, inclusive, collaborative and reflective. These values underpin the mentoring programme.



Why Mentoring?

First Campus works with incredible learners across South East Wales. Mentoring provides our priority group students with an opportunity to have individualised, motivating support and guidance from Year 9 onwards. Our mentors have been recruited from priority group backgrounds; they are fantastic and highly trained role models.

Benefits of being a Pre 16 Mentee

- Gain practical advice, encouragement and support
- Learn from experiences of others
- Increase social and academic confidence
- Become empowered to make decisions
- Develop communication, study and personal skills
- Develop strategies to deal with academic issues
- Identify short term and longer-term goals and establish a sense of direction
- Gain valuable insight and support through transition periods and education
- Access to proofreading of homework and schoolwork – developing own proofreading skills
- Access opportunities to visit universities and get involved with taster days and programmes

Benefits of being a Post 16 Mentee

In addition to the outcomes of Pre 16 support Mentees will have to support to:

- Develop decision making around next steps
- Examine and identify what route to take: university, apprenticeships and the world of work
- Access career events and open day opportunities
- Complete University UCAS/ apprenticeship applications
- Identify existing key skills and experiences as well as those that need development
- Develop study skills and life skills to prepare for living and studying independently
- Receive support with Student Finance, Disability Student Allowance and Accommodation applications
- Understand what financial support is available and work together to produce budgets
- Meet with Student Services/ Key University Staff Members before beginning the courses/programmes



Our Mentors

First Campus Mentors are professional Mentors; employed and paid via our University partners. All have gone through a comprehensive recruitment, selection and training process.

Recruitment and Selection

Mentors are recruited from undergraduate and post graduate programmes. The majority of First Campus Mentors come from a Care Experienced, Young Carer or Adult Learner background. The Mentors undertake a three-step interview process before being offered the role.

Initial Training

Mentors are inducted via the Cardiff Metropolitan University Youth and Community team. Receiving two days training focused on the role of the mentor, building and developing relationships, code of conduct and overcoming challenges and barriers. Mentors complete NSPCC Safeguarding training alongside institutional specific Safeguarding training. In addition, Mentors receive priority group workshops from Carers Trust Wales, CYPLA Friendly Education and Widening Access.

Continuous Professional Development

During the first 8 weeks of employment Mentors have a weekly training session focused on different themes, from building a mentor profile to developing learners study skills to understanding how to support the University journey. After the initial training is complete Mentors engage in a monthly group training session with guest speakers and trainers. It is also an opportunity to share best practice and solve challenges as a group.

Mentor Supervision

Each Mentor has their own supervisor. Their supervisor supports their mentoring journey with regular check ins and personal development support. Any Safeguarding concerns are shared with the Supervisor in line with Institutional Safeguarding Policy and Procedures.



First Campus Mentoring Commitment

Caring

First Campus cares. We thoughtfully match mentors and mentees based on the following areas: scheduling compatibility, personality and common interests and age appropriateness. Mentors can work closely with caregivers, school staff, social workers and others to make sure the needs of each learner are met.

Collaborative

First Campus collaboratively works with social services, schools and community hubs as well as the mentees themselves. We have clear, open and honest communication and can work with others to best support our mentees.

Inclusive

First Campus is fully inclusive. All staff receive training to best understand and support each priority group. We provide learning opportunities that reduce barriers to growth and development.

Reflective

First Campus conducts regular evaluation activities with participants, partners and with the mentors themselves. We support mentees and mentors to develop their own reflection skills.



First Campus FAQs

What does the mentor and mentee matching process involve?

A referral form is completed after identifying a young person or adult learner who would benefit from mentoring. The referral form highlights availability, personality and interests, potential triggers as well as any Additional Learning Needs. This is sent to First Campus. The First Campus Mentors have completed their own Mentor profile. The Supervisor works with the Mentors to match the most compatible partnership. The Mentee is sent the Mentor profile and an introductory video before the first meeting.

How do mentors and mentees meet?

Mentors and mentees can meet in an agreed way. This can look like online meetings via Teams, face to face meetings or a blend of both.

Who needs to be present at the meeting?

Online - under Welsh Government online working safeguarding guidelines if the mentee is under 18 or vulnerable the Mentor will meet with the Mentee alongside an additional adult. This could be an education co-ordinator, PA, social worker, foster carer, support worker, teaching assistant or a First Campus supervisor. There is no expectation for the additional adult to contribute to the mentoring session, just to be present. If the mentor is 18 + there is no requirement for an additional adult to be present.

Face to Face - all mentors are DBS checked and have undergone safeguarding training. Face to face meetings can happen on a 121 basis in an education or community setting. If the mentee is pre 18 this needs to agree with a key worker based in the setting.

How often do mentees and mentors meet?

This is dependent on the needs of the mentee. Some mentors and mentees meet up for an hour or two every week. Others have catch ups once a month. It can also depend on different phases and transitions. For example, leading up to GCSE or Level 3 exams mentees may need more support. Mentoring sessions can be half an hour to two hours long.

What Safeguarding Policies and Procedures are in place?


First Campus Mentors follow their institutions Safeguarding Policy and Procedures. Mentors receive Safeguarding Training and know who to report any concerns to. There are also strict guidelines on taking case notes, storing personal information and GDPR. Mentees will be asked to complete an information form when signing up to the programme. This information is stored on a highly secure encrypted database. Furthermore, Mentors will only use initials of Mentees when writing notes.

Other Questions?

Please contact Ceri Nicolle, First Campus Officer at cnicolle@cardiffmet.ac.uk




Testimonials

 "Having worked with First Campus mentoring students since October we have found the mentoring project extremely beneficial. From students who have no idea of what course to apply for, through mentoring we have been able to identify their skills, interests and strengths and guide them to apply for courses that interest them. We have also been able to support students who knew their chosen degree and career path, but who need extra support with interview skills, writing personal statements and applying for courses.


I believe this mentoring project will have a big impact on the number of our care leavers attending university due to the crucial additional support through transition. Through mentoring, these young people will start University with everything they need in place to support them at University, both emotionally and financially.

First Campus have been an amazing support to our young people, and we are delighted to be able to work so closely with them."

Wendy, Education Co-Ordinator- Looked After Children


 "I have been supported by be given helpful feedback via constructive criticism and positive points for my work. I have achieved higher due to this and was able to apply for university. I appreciate everything that has been done for me and I have so much gratitude for it. I have been able to understand better methods of writing and other helpful things that I may need in the future. I have also been able to successfully apply to the universities of my choice. My favourite aspect of the first campus was preparing and writing my personal statement for university. The service was 11/10 and that I would highly recommend them to anyone who needs help with preparation and organizing skills. I would also recommend them as they can offer many positive contributions to people's work and improve by a significant extent. Due to this service I increased my confidence significantly and am now able to answer difficult questions more easily. I have now got good enough skills for university and it's all down to the support from this team - they are brilliant."

Mentee




"The First Campus Mentor supported me so much, might not had been here without them. Confidence boosted and lots of support. Definitely helpful. The best bit has been meeting them and being helped."

Mentee



"Mentoring has given me the support and the guidance that I needed to be able to complete my ucas application and transition into university smoothly. My Mentor has been very fun, inviting and resourceful which has been a pleasure to work with – so helpful and friendly."

Mentee



"They have given me confidence and hope for the future. Mentoring has helped me achieve the best in me and have encouraged me to become more confident. If you are looking for support with any educational queries. I would definitely recommend the First Campus Mentoring Scheme as they have helped me achieve my dreams and I wouldn't have been able to do it without their support. My favourite aspect of Mentoring was when I told my Mentor I got accepted into different universities and they were proud of me and that shows to me that they care."

Mentee



Testimonials

"I wanted to express my gratitude to the mentoring programme for the help and assistance in relation to M's recent submission to University.

M suffers with extreme anxiety and is diagnosed with OCD, finding most day to day tasks difficult, and any out of the ordinary tasks being almost unmanageable. M has also recently turned 18 with the mentoring team being the only staff who have been in regular contact and helping her.

M was originally keen to go to University following many previous visits to several Universities arranged by Social Services and First Campus. This enabled M to look around the difficult Universities and understand the benefits, also being able to see it would be safe environment should she wish to go. I also believe if she had not undertaken these previous visits, she would have been confident to apply.

However, when the time came for M to submit her personal statement, and finding a course suitable for her, things became very difficult in which also had an impact on her home life, and our relationship. M struggled immensely, crying continuously, becoming extremely verbally stressed and bad-tempered with me as my help was not sufficient and she did not feel the school were supportive of her needs – noting it was too difficult and she was not going to complete the application, or indeed to go University. Then the mentors became involved.

It was apparent that M had copied and pasted her statement from the internet, and whilst good it did not include any personal information about her. The mentoring team have helped M rewrite an amazing personal statement, and took a majority of the anxiety away from her, they guided her through the whole process from the personal statement, course choice, police check, financial advice and accommodation support, and have ensured they will continue to support and guide her. This enabled M to minimise her anxiety, which is such a big part of her life, enabling her to be happier day to day, which in turn massively improved our relationship.

If the Mentors had not been available to support M through this opportunity, I am confident she would have not applied for University, in which would have a huge impact on the rest of her life. With M's ongoing difficulties home life can be extremely challenging, and I believe she would find it problematic to function in a home of her own, being in University will hopefully give her a safer access to becoming independent and confident, and progressing to live on her own when the time is right."

Foster Carer of Mentee

Referral Form (Under 18)

Click [here](#) to fill out the form digitally or complete the form below and send to cnicolle@cardiffmet.ac.uk

Referee	
Name:	
Relationship to Applicant:	
Email:	
Phone Contact:	
Young Person - Personal Information	
Name:	
Year Group:	
School:	
Email:	
Care Experienced Young Person: Y/N	
Young Carer: Y/N	
Additional Learning Needs (for example dyslexia, anxiety, autism, dyspraxia, BESD etc.):	
Additional Relevant Information:	
Educational History	
Studying in School (Subject and Level):	
Future Career Goals:	
General Hobbies and Interests:	

Self-Referral Form (18+ Adult Learner)

Click [here](#) to fill out the form digitally or complete the form below and send to cnicolle@cardiffmet.ac.uk

Personal Information	
Name:	
Date of Birth:	
Address:	
Email:	
Phone Number:	
Additional Learning Needs (for example dyslexia, anxiety, autism, dyspraxia, BESD etc.):	
Additional Relevant Information:	
Educational History	
Qualifications:	
Future Career Goals:	
General Hobbies and Interests:	

Become a Mentee today!

Who We Are?

First Campus is a Reaching Wider partnership between Cardiff University, Cardiff Metropolitan University and The University of South Wales. We work to transform lives through learning, tackle barriers and shape pathways to higher education.

First Campus Mentors

Our Mentors are in University in South East Wales. The majority of First Campus Mentors come from a Care Experienced or Young Carer backgrounds. They are really great role models and have had lots of training to support your learning journeys.

How will I benefit from a Mentor?

- Gain practical advice, encouragement and support
- Learn from experiences of others
- Increase social and academic confidence
- Become empowered to make decisions
- Develop communication, study and personal skills
- Develop strategies to deal with academic issues
- Identify short term and longer-term goals and establish a sense of direction
- Gain valuable insight and support through transition periods and education
- Access to proofreading of homework and schoolwork
- Access opportunities to visit universities and get involved with taster days and programmes

Interested?!

If you are in Year 9 - Year 11 and are a Young Carer or are a Care Experienced Young Person ask a trusted adult or caregiver to contact cnicolle@cardiffmet.ac.uk to sign you up!

 **CAMPWS CYNTAF
YMESTYN YN EHANGACH
FIRST CAMPUS
REACHING WIDER**

**Mentora
Mentoring**

Become a Mentee today!

Who We Are?

First Campus is a Reaching Wider partnership between Cardiff University, Cardiff Metropolitan University and The University of South Wales. We work to transform lives through learning, tackle barriers and shape pathways to higher education.

First Campus Mentors

Our Mentors are in University in South East Wales. The majority come from a Care Experienced or Young Carer backgrounds. They are really great role models and have had lots of training to support your learning journeys.

How will I benefit from a Mentor?

- Gain practical advice, encouragement and academic support
- Become empowered to make decisions about next steps
- Identify short term and longer-term goals
- Access career events and open day opportunities
- Complete University UCAS/ apprenticeship applications
- Identify existing key skills and those that need to develop
- Develop study skills and life skills to prepare for living and studying independently
- Receive support with Student Finance, Disability Student Allowance and Accommodation applications
- Understand what financial support is available and work together to produce budgets
- Meet with Student Services/ Key University Staff Members before beginning the courses/programmes

Interested?!

If you are in Year 12/13 or in a Level 3 programme in college and are a Young Carer or are a Care Experienced Young Person ask a trusted adult or caregiver to contact cnicolle@cardiffmet.ac.uk to sign you up!

 **CAMPWS CYNTAF
YMESTYN YN EHANGACH
FIRST CAMPUS
REACHING WIDER**

**Mentora
Mentoring**

Become a Mentee today!

Who We Are?

First Campus is a Reaching Wider partnership between Cardiff University, Cardiff Metropolitan University and The University of South Wales. We work to transform lives through learning, tackle barriers and shape pathways to higher education.

First Campus Mentors

Our Mentors are in University in South East Wales. The majority come from a Widening Access Adult Learner background. They are highly trained to support your learning journeys.

How will I benefit from a Mentor?

- Gain practical advice, encouragement and academic support
- Become empowered to make decisions about next steps
- Identify short term and longer-term goals
- Access career events, campus visits and open day opportunities
- Complete University UCAS/ apprenticeship applications
- Identify existing key skills and those that need to develop
- Develop study skills and life skills to prepare for living and studying independently
- Receive support with Student Finance, Disability Student Allowance and Accommodation applications
- Understand what financial support is available and work together to produce budgets
- Meet with Student Services/ Key University Staff Members before beginning the courses/programmes

Interested?!

If you are 21 + and have no Higher Education qualifications contact cnicolle@cardiffmet.ac.uk to see if you are eligible and receive a self-referral form.

 **CAMPWS CYNTAF
YMESTYN YN EHANGACH
FIRST CAMPUS
REACHING WIDER**

**Mentora
Mentoring**

For any mentoring enquires contact Ceri via
cnicolle@cardiffmet.ac.uk

For general enquirers contact
firstcampus@southwales.ac.uk

Visit our [website](#) to find out more about the great work
First Campus undertakes in South East Wales.

Follow us on twitter [@firstcampus](#) to stay up to date
with our current projects and future plans.



Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

