

Community Mentoring Host Institution Guidelines 2020-2021

About: The Community Mentoring (CM) programme is a unique inter-institutional and community based mentoring programme that is comprised of Dun Laoghaire Institute of Art Design and Technology (IADT), Marino Institute of Education (MIE), Trinity College Dublin (TCD) and University College Dublin (UCD). Student volunteers referred to as Community Mentors are drawn from under-represented groups at third-level. Community Mentors are paired inter-institutionally and together deliver 3 mentoring sessions. While Community Mentoring will increase mentees' confidence in relation to higher education, Community Mentoring ultimately, at the highest-level, aims to improve the levels of diversity in higher education and increase equity of access for all communities in Dublin.

Mentoring: Host Institutions are invited to put forward one group no larger than 30 to partake in Community Mentoring programme. In line with the National Access Plan for Equity of Access to Higher Education 2015-2019, Irish Travellers and students with physical, sensory and multiple disabilities should be prioritised. Resources used for Community Mentoring are most suited to:

- 2nd Year or 4th Year pupils in secondary schools;
- Mature students in further education and training institutions who plan to progress to third-level in 2021;
- Community groups with young adults aged between 15-17;
- Community groups with adult learners who plan to progress to third-level in 2021.

Scheduling of Mentoring: Mentoring will take place the week of the 23 November, the week of the 18 January and the week of the 15 March. Please click [here](#) to apply for the programme. The deadline to complete the Booking Form is **Monday, 14 September**. In the [Booking Form](#), Host Institutions will be required to put forward a day, a start and finish time. The day, start and finish time will remain the same for all 3 sessions. However, there will be an opportunity to list another day, start and finish time should the Community Mentors or Host Institution need to reschedule. Host Institutions will be matched with two Community Mentors. While every effort will be made to ensure Host Institutions are matched, there is a possibility that Community Mentors may not be available on your chosen day and time. Given the current circumstances, flexibility is appreciated as Mentors' timetables may be subject to change.

Community Mentors: Mentoring will take place online using your Institution's preferred online platform. For example, Google Classroom, Microsoft Teams or Zoom. It is the Host Institution responsibility to ensure Community Mentors can access the relevant platform. It is recommended that Community Mentors are projected onto a screen in the learning space with a staff member acting as a facilitator between the group and the Community Mentors. It is also possible for the mentoring sessions to take place in a computer room if there are headsets and microphones. All Community Mentors will be trained and undertake Tusla's Child First E-Learning programme. For the safety of the Community Mentors and those partaking in the programme, a staff member **must** be present on the online platform being used.

Resources: Resources act as a guide. If the resources are unsuitable, please contact the Community Mentoring Coordinator in advance of being assigned Community Mentors.

- **Secondary Schools:** There are 6 resources aimed at 2nd Year and Transition Year pupils. In the [Booking Form](#), you will be asked to select 2 resources that you would like the Community Mentors to cover. 'Your Story' is mandatory;
- **Community Groups** (participants aged between 14-16): There are 6 resources for this age group. In the [Booking Form](#), you will be asked to select 2 resources that you would like the Community Mentors to cover. 'Your Story' is mandatory.

Resources (continued):

- **Community Groups** (adult learners that plan to progress to higher education in 2021): There are 3 resources aimed at this group. Please don't hesitate in contacting the Coordinator if these resources are unsuitable;
- **Further Education and Training Institutions** (adult learners that plan to progress to higher education in 2021): There are 3 resources aimed at this group. Please don't hesitate in contacting the Coordinator if these resources are unsuitable.

Conditions of the Programme: Participating in the Community Mentoring programme as a Host Institution, you agree to the following:

- Attend a 'Meet your Mentor' session on Zoom the week of the 10 November;
- Ensure a staff member is present at each session;
- Encourage those participating to complete the online evaluation form. Community Mentors will dedicate the final 10 minutes of each session to allow mentees to complete the evaluation form. Please note that Community Mentors will not be able to undertake a session if evaluation forms from the previous session are incomplete.

For further information, please contact Project Coordinator: Emilie Keegan

Email Address: keegane2@tcd.ie

Contact Number: 086 301 3651

Booking Form: <https://forms.gle/xBiGsCPzbGsuoJyB9>

Resources: All resources can be viewed on the College Awareness Week website at: <https://www.collegeaware.ie/community-mentors/>

Community Mentoring

Inspiring the next generation