Mentor Scheme – Example of a Mentoring Agreement

As part of the Icon Accreditation Mentor Scheme **(Name of Mentor)** and **(Name of Mentee)** agree to meet to support **(Name of Mentee)** towards preparing an Accreditation application for the **DATE** deadline.

Confidentiality: The mentoring agreement will last for **LENGTH**. Both mentor and mentee will respect confidentiality and will not pass on any information disclosed during meetings or at any other time without the other person’s prior consent.

Location: Meetings will take place at (online/studio/workshop, café, gallery/museum). Frequency: We agree to meet **NUMBER OF TIMES** over the next **MONTHS/YEARS**.

Expectations: Each meeting will have an agreed agenda and at each meeting we define realistic and fruitful tasks to achieve this overall objective

We agree to complete all agreed work between or in advance of the meetings as required. Neither the mentor nor mentee will make demands on the time of the other, other than those that have been mutually acceptable.

Means of contact: We agree to contact each other by phone (home, work or both) or email at least once in the period between meetings.

Evaluation: **(Name of Mentee)** will record objectives and development based around **(Mentees)** individual learning plan. **(Name of Mentor)** will record evaluation of the same.

Each record will be shared at the successive meeting.

If something goes wrong – either mentor or mentee can contact the Professional Development Officer

Any special requirements by either person

**Signed Mentee name:**

Date:

**Signed Mentor name:**

Date: