

## Introduction

We are voluntarily entering into a mentoring relationship from which we both expect to benefit. We understand each other's expectations and have mutually agreed upon the following ground rules (terms and conditions) of our relationship.

## Objectives

### Mentee's goals:

- To enter into a challenging, developmental professional dialogue with **(insert name of line manager)** which will allow me to gain a greater understanding of the Metal Recycling Industry and therefore enhance my skills and knowledge so I can become a more effective team member.

### Mentor's goals:

- To support **(insert name of Apprentice)** to achieve the Metal Recycling General Operative Apprenticeship through developmental professional dialogue, which will be achieved through face-to-face meetings, telephone conversations and emails.
- To support **(insert name of Apprentice)** continuing practice as a (job role here), through the observation of practice and analysis of feedback.

## Confidentiality

We understand we have great responsibility to build our relationship on trust, care and respect. We have a commitment to safeguarding issues, to the wellbeing of both mentee and mentor, and to respecting the confidentiality of the information shared. We will not divulge information unless permission is given and we have also discussed the limits of confidentiality.

## Agreeing contact for mentoring meetings

We understand we will organise at least 6 sessions over a period of 12 months.

We share the responsibility for maintaining contact and of reviewing and rescheduling as necessary.

We agree to hold the session in an appropriate and mutually comfortable space that maintains our privacy and where our conversation cannot be overheard.

We agree the following methods of making contact:

Email:

Phone:

We understand the length of the sessions will be up to one hour and will be held where both parties have agreed ahead of time when this is mutually convenient.

### Managing boundary issues and distractions

We understand the nature of this professional relationship and will stay mindful of maintaining confidentiality, objectivity and equal partnership.

### No-fault conclusion

In the event of one of us believing it is no longer productive for us to continue, we agree to abide by one another's decision. Should this happen, the relevant party agrees to inform our manager of their decision.

### Other ground rules (if any)

Any observations or feedback will be treated in the strictest confidence and used only for developmental purposes.

**Signature of  
Mentor:**

**Date:**

**Signature of  
Mentee:**

**Date:**