



## Music Mark Mentor Scheme – FAQs

- When will the programme start?
  - As soon as possible. We will be launching the mentor profile webpage after Easter to start linking mentors and mentees.
- I've been accepted as a mentor but can I apply to be a mentee too?
  - Yes, all Hub or Music Service leads are eligible to apply as mentees.
- How will the matches be made?
  - Mentees will be able to view mentor profiles and will complete a form to request a match, they will be able to select several mentors they would be interested to match with as well as some info about what they would like to focus on. These will come to MM and we will then contact mentors to set up an initial conversation to explore whether the match is expected to be successful (chemistry calls).
- How many sessions will be provided?
  - 4 sessions under this programme but could be continued either unpaid or by private arrangement.
- What will the duration of each session be?
  - There may be differences session to session but as a benchmark we would suggest 1hr with additional preparation time.
- Time period for mentoring relationship?
  - This will be up to the schedules and diaries of both the mentor and mentees. We would encourage relationships to be completed by the end of March 2022.
- What additional training or support can I signpost my mentee to?
  - There isn't any additional support formally linked to the mentoring programme but Music Mark is developing training all the time, which people can read about and book onto [here](#). Most is free or heavily subsidised. Third-party CPD will usually have to be funded by the mentee or their employer. Music Mark can help to broker peer-learning and *ad hoc* collaborations. If the mentoring uncovers a need for more specialist support (consultancy), this may be available via Arts Council England and the Underpinning Hubs for the Future funding.
- If the relationship isn't working out for either party will it be ok to ask for a change?
  - Yes absolutely, if you have any concerns regarding your match please do get in touch with [Rosie](#) or [Gary](#). We will also request confirmation that both parties are happy with the match following the chemistry call.

- Will the mentor relationship and anything discussed be confidential?
  - Yes absolutely. No notes of conversations will be shared with either Music Mark or the Arts Council. We will ask for all parties to complete an evaluation form which may be shared with the Arts Council.
  
- Will Music Mark require any paperwork from either party?
  - Yes, we will require an evaluation at the end of the process from both the mentor and mentee. This feedback will be based around the process and its value not on the matters covered in your mentoring. We need to learn from the process for the future. We will of course welcome any feedback on how the support has moved participants on, but this will not be used as an assessment of either the mentor or mentee.
  
- Are there any templates for mentor or mentee?
  - Music Mark will not be creating specific templates for colleagues to use to collate notes. We would encourage attendees to keep any notes in the way they feel most comfortable and useful.
  
- Are there any guidelines for mentees?
  - Yes, Music Mark have created a set of guidelines for mentees which can be found [HERE](#).
  
- Are there travel expenses if face to face is requested?
  - Music Mark will consider this on a case by case basis, but would need to understand why face to face is requested. Travel time will not be covered.
  
- How are mentor claims processed?
  - Please submit an invoice to [Rosie Lowe](#) and we will make the payment into the requested bank account.
  
- Will there be a mentor group so we can touch base in a few months' time and share experiences with other mentors?
  - Yes, a mentor peer group will be set up with Gary.
  
- Who can participants talk to if they are having difficulties?
  - If you require any assistance during the course of the program please do feel free to get in touch with [Rosie](#) or [Gary](#) in the first instance.