

ARCHIVES & RECORDS ASSOCIATION REGISTRATION SCHEME

REGULATIONS & GUIDANCE NOTES

September 2005 version. Last updated 24/06/10

The Guidance Notes are presented in nine parts as follows. The parts have been designed to be helpful to people at particular stages of the Registration Scheme, or can be read one after the other for a complete overview. All parts are available to download from the Archives & Records Association website.

- Part 1 - Information for people thinking of enrolling on the Scheme
- Part 2 - Information for candidates on the Scheme [with worked examples of forms]
- Part 3 – Information for candidates submitting their portfolio
- **Part 4 – Information for mentors**
- Part 5 – Information for employers
- Part 6 – Blank forms
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Part 4 - Information for mentors

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4.1 Choosing a mentor

Each candidate must have a mentor who needs to support them while they are undertaking the Scheme and provide them with a written reference to include in their application. The mentor must be a registered member of the Archives & Records Association. (Registered members have ‘R’ for archivists and records managers, or ‘RC’ – for archive conservators, after their membership number. Accredited conservators may use ‘ACR’ for Accredited Conservator Restorer. The Registrar can advise whether a particular member is a Registered member).

The mentor can be the candidate’s line manager but this is not recommended. In some cases it can be more appropriate for the mentor to be someone outside the candidate’s organisation. The main characteristics that are required for a mentor are a wide range of current skills to pass on, sufficient time to devote to the relationship, a good understanding of the profession, how it works and where it is going, a genuine interest

in seeing new recruits to the profession advance, and the ability to relate to their problems.

Candidates are encouraged to think about who they know who might be able to be their mentor – from the workplace, from a former workplace, from Association regional and group events, etc. If a candidate cannot find a mentor they should first read the ‘Candidates seeking mentors’ page on the Mentor Information section of the Association website, and may then approach the Association’s Mentor Co-ordinator for further help and advice if necessary.

4.2 Role and commitment of Mentor

The relationship between candidate and mentor should be founded on strict adherence to confidentiality. The mentor should: -

- To be prepared to “put in” skills, knowledge, and experience and “pull out” potential, commitment and expertise
- To agree amount of time with the candidate at an early stage - no more than 4-5 meetings a year or regular telephone, email or postal contact and keep to the timetable
- To try to attend an organised workshop or other event (within a Region or at the annual conference) for those involved in the Registration Scheme
- To provide a reference that assesses the quality of the work being carried out by the candidate.

4.3 Commitment from the candidate

The candidate should: -

- Understand the commitment of the mentor’s time - if a meeting is cancelled ensure that another date is fixed there and then
- Prepare for meetings with the mentor - think about what you want to gain from doing a project - the learning outcomes, personal value, organisational value, professional value. Use your Personal Action Plan (see Guidance Notes Part 6 – Blank Forms for a blank version).

4.4 The Mentoring process

Initially you will both need to build a rapport, respect and empathy and create a two way relationship and discuss projects that can be used for learning.

During the Scheme the mentor and the candidate will need to continue to discuss projects and recognise opportunities for more than one credit. The mentor should act as a sounding board to enable the development of the candidate's ideas. The interaction of mentor and candidate should provide the opportunity for each to learn from the other.

Finally the mentor will need to write a reference on the candidate's professional learning and overall competence and to verify that the material included in the registration application portfolio represents the candidates' own achievements either as an individual or as a member of a team. Specific areas that should be noted in the reference include: -

- The professional link with candidate (e.g. line manager, work colleague, professional colleague)
- Length of time spent with candidate (to indicate familiarity with work and support provided)
- Range of professional development (does the portfolio of work illustrate a varied approach to their professional development)
- Depth of professional development - how thorough has the candidate been - this may be an area where you can justify the award of more than one credit.

More detailed guidance on how to write the reference, including worked examples, is available from the Mentor Information section of the Association website

4.5 Changing your mentor

If the candidate or mentor moves location it is still possible for the relationship to continue, provided acceptable and realistic arrangements for maintaining regular contact can be agreed. But if it becomes necessary to change mentor, it is advisable for the candidate to obtain a written reference from the previous mentor at the time of the change rather than wait until applying for registration which may be some considerable time later. It is possible to include more than one reference in a registration application portfolio, provided they are all from registered members of the Association who have acted as the candidate's mentor while they were undertaking the Scheme. Alternatively, the old mentor might brief the new mentor on activities to date, so the new mentor is able to write one informed reference on the whole period.

Candidates should remember to inform the Registrar of any changes of mentor.

4.6 Further information for mentors

Guidance for mentors (including writing the reference, details of the mentors email discussion list, and a mentors portfolio checklist) is available from the Mentor Information section of the Association website: you will need to be logged in to view.

Further help and advice is available from the Association's Mentor Co-ordinator (see Guidance Notes Part 6 – Help and Contact Details).