



Guidance on Mentoring Applicants via the Accreditation of Prior Learning and Experience (APLE) Route of Entry

Introduction

Members may require guidance and support throughout the process of applying for Registered Member status. A mentorship scheme is in place to provide this. Mentors who have volunteered will already be Registered Members, either by direct entry or through the APLE route.

The aim of the mentorship scheme is to facilitate a successful application through the provision of appropriate support, guidance and advice. This document will provide a framework within which the mentor and applicant should work.

Initial Contact

The applicant should contact the National Membership Secretary, via the Administration Office, requesting the support of a mentor. The Membership Secretary will contact a Registered Member to request their assistance. Once a mentor has been identified, their contact details will be sent to the applicant by the Membership Secretary.

Timeframe

Once contact has been established, the mentorship process should be completed within three months, whereupon the application should be submitted.

Responsibilities of the Applicant

- To make the initial contact with the Administration Office
- To identify their application needs and to communicate these to their mentor
- To accept appropriate support and guidance and to act on this advice

- To inform the mentor if their needs are not being met or if additional needs are identified
- To act at all times within the NBE Code of Professional Conduct

Responsibilities of the Mentor

- To provide appropriate advice and support to the applicant on the identified criteria not met in the APLE application.
- To contact the Membership Secretary where clarification on any point is required
- To respond to any APLE related communication from the applicant in a timely manner
- To treat any information supplied by the applicant as confidential
- To act at all times within the NBE Code of Professional Conduct

Routes of Communication

The main routes of communication will be by e-mail and telephone contact, as the mentor and applicant may be in different geographical locations. Should they choose to meet, National Back Exchange are not able to fund any expenses. The frequency of communication will be dependent on need.

Conflict Resolution

In the event that there is a disagreement between the mentor and applicant, mediation by the Membership Secretary may be required. The mentor and the applicant have the right at any time to withdraw from the agreement. The applicant may seek an alternative mentor if required.