



# **Student Mentoring - SMIPA Policy & Procedures As At August 2008**

**Private and Confidential**

## 1.0 Policy

- 1.1. This policy applies to students who are enrolled in the Skilled Migrant Internship Program for Accounting (SMIPA).
- 1.2. Performance English is committed to achieving the stated outcomes of its programs for each student.
- 1.3. Different students will bring different levels of skill and learning ability to each program and will apply themselves in different ways. Consequently, each student will develop uniquely, at a different pace and face different challenges.
- 1.4. Performance English offers SMIPA students a Student Mentoring service to assist each student individually in better achieving their learning goals.
- 1.5. The Director of Studies is responsible for the delivery of the Student Mentoring program.

## 2.0 Procedure

- 2.0 Student Mentoring is available to all students throughout their SMIPA year.
- 2.1 There are 3 x 1 hour mentoring sessions available to each student, 2 for the formal training component and 1 for the internship component. The timing of each session within a component will be dependent on the students needs.
- 2.2 Mentoring sessions are by appointment only. Students should contact the Director of Studies to book a time.
- 2.3 The Director of Studies will follow up with SMIPA students who have not booked their mentoring sessions.
- 2.4 The session will include a review of the student's progress and discussion of strengths and areas for development. Any learning difficulties and additional needs will be discussed. A course of action will be agreed to help the student better meet their learning goals.
- 2.5 Mentoring sessions are confidential between the mentor and the student. Information discussed will only be shared with staff members or other parties with the agreement of the student.
- 2.6 The mentoring sessions are focussed on the learning goals of the student and are not designed to address:
  - Grievances (refer to Resolution of Grievances Policy)
  - Career Guidance (provided by a Career Coach)