



Peer Mentoring

Short Course

Student name:

Centre name:

ASDAN tutor:

Sample

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Peer Mentoring Short Course

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Summary of Achievement	Yellow centre pages



Achieving your Short Course

How long will the Short Course take?	Hours	Credits
You have the option of accrediting up to 60 hours of Peer Mentoring activities. For every 10 hours, you are awarded one credit, for example:	10	1
	30	3
	60	6

These credits can contribute towards other programmes and qualifications.

The **Peer Mentoring Short Course** can lead to:

ASDAN Personal Development Programmes
(Bronze, Silver, Gold or Universities)

ASDAN Qualifications (Levels 1 and 2)

AoPE (Award of Personal Effectiveness) Levels 1 and 2

CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead on to:

ASDAN Qualifications (Level 3)

CoPE (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 31-38)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download A Quick Guide to Short Courses, go to:
members.asdan.org.uk/my-courses/short-courses

This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Peer Mentoring activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.



Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



Module 1

Peer Mentoring Training



Module 1

Peer Mentoring Training

Section A: Complete at least FIVE challenges over 10 hours (1 credit)

- 1** Take part in an introductory or information session on peer mentoring.
Make notes and take an active part in the question and answer section of the session.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 2** Carry out an ice-breaker activity and find out about three other people in your peer mentor trainee group.
From what you have discovered about these people, write down their character profiles.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 3** In a small group, or with a partner, discuss the personal skills and qualities needed to be a good peer mentor.
Produce a list of these.
In pairs, identify your partner's personal skills and qualities, while they identify yours.
Match these lists against the ones you produced in the first part of the activity.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 4** In pairs, discuss some of the issues that may be brought up in a peer listening or co-counselling situation.
Write these down, as well as examples of ways in which you might work through the issues.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 3

Peer Mentoring Review

Sample

Module 3

Peer Mentoring Review

5 With a partner, compare how successful you have been so far as a peer mentor.
Give examples and record these.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

6 Discuss with your supervisor your next set of peer mentoring targets, building on what you have achieved so far.
Write a personal statement based on this.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

7 Other agreed challenge:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 4

Peer Mentoring Leadership

Sample



Module 4

Peer Mentoring Leadership

Section B: Complete ONE or TWO challenges over 10 or 20 hours (1 or 2 credits)

1 Create a peer mentoring presentation that could be used to train new peer mentors.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 As part of a group, present your peer mentoring training scheme to prospective peer mentors and leaders in another centre.

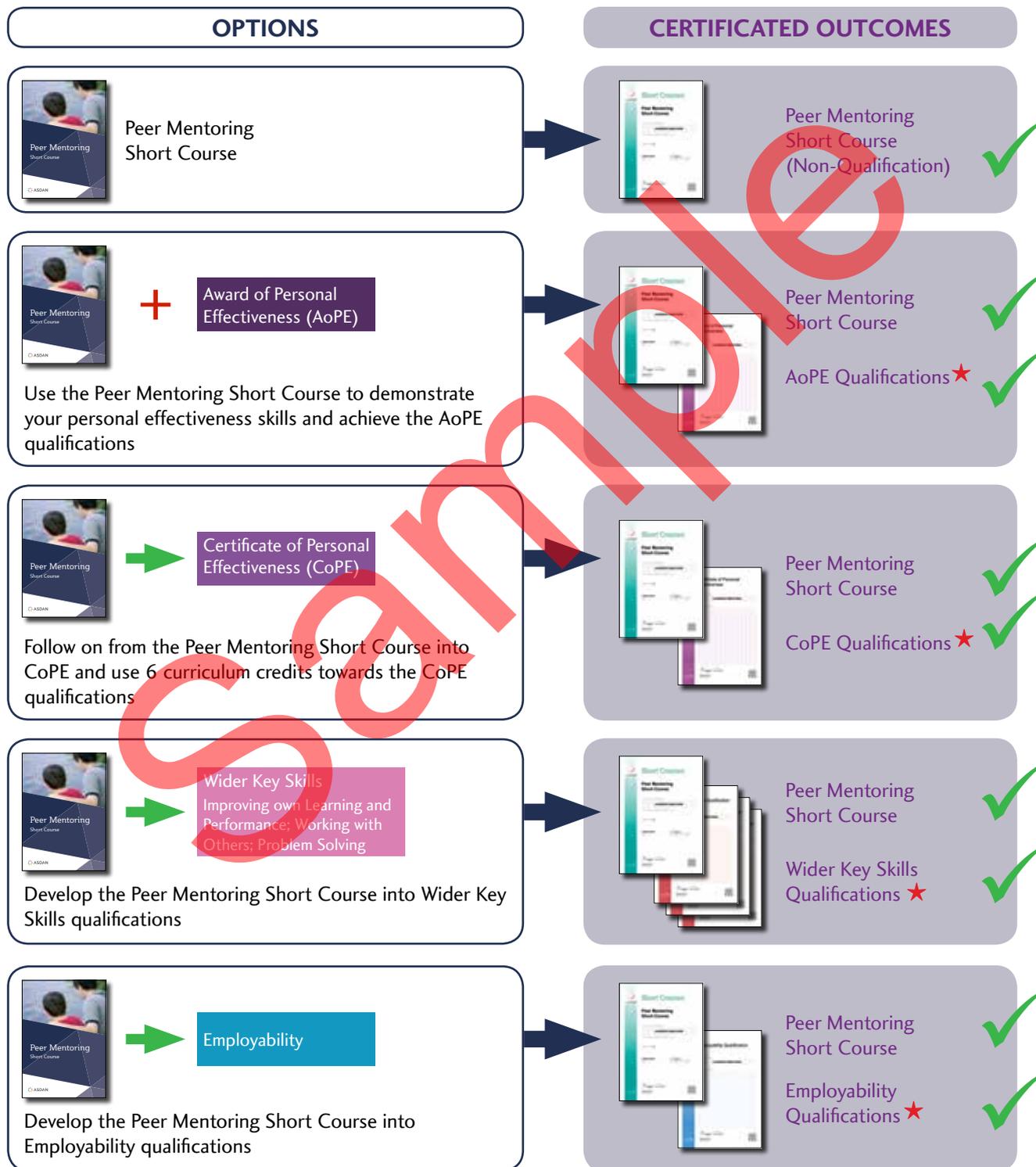
- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Be responsible for an aspect of training new peer mentors and the organisation of your centre's peer mentoring scheme.
Produce plans, documents and timetables to evidence this.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Adding Value

Your Peer Mentoring Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on Peer Mentoring activities. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Peer Mentoring Short Course.

Sample



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