

The Worshipful Company of Shipwrights

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MENTORSHIP – A GUIDE FOR STUDENTS

MentorShip is the mentoring scheme of the Worshipful Company of Shipwrights.

Ethos. MentorShip provides University students with the opportunity to be mentored by Shipwrights with established maritime industry knowledge and experience, during their University life and academic study, and as they transition into the world of work. Through a process of informal and voluntary mentoring, MentorShip affords students access to:

- Industry knowledge and experience (general and specific).
- Professional insight, career guidance and advice.
- Business and social networking, encouragement and support.

Through MentorShip, students are also introduced to the Worshipful Company of Shipwrights and its Aims.

Eligibility. Who may apply to the Company for mentoring through MentorShip?

- University students in year 2 or later of a Maritime-related course.
- Prospective University students who have been offered a place to study for a one-year MSc / MA in a maritime related subject.

Application Process. Interested students are required to complete the attached application form which will be web-based shortly.

The Mentoring Process. The mentoring relationship between the Shipwright mentor and student mentee will begin in substance at the time of the appointment, and they will work together over nine months (two semesters) or for their final two years of study. It is an informal relationship that involves the mentor and mentee getting to know each other and establishing between them clear, practical and useful objectives at the outset; agreeing what help, guidance and support the mentee needs / wants, and how the mentor will provide that. Communication between mentor and mentee will be regular and can be face-to-face, by telephone, email conversations or via an online platform such as Zoom, Skype or Microsoft Teams - whatever they agree works for both of them. I attach two guides entitled 'How to be a great Mentor' and 'How to be a great Mentee' which illustrate how the MentorShip sub-committee of the E&C see pairings working.

The Role and Responsibilities of a Shipwright mentor.

Role: To use one-to-one conversations to support and encourage the growth of a mentee's skills and knowledge, and to help the mentee achieve their goals.

What is required of a Mentor

- Assist with objective setting
- Ability to listen
- Be prepared to share experience
- Support learning with recommendations
- Communicate effectively
- Respect confidentiality
- Encourage independence & be supportive
- Motivate & inspire

What is required of a Mentee

- Set clear personal goals
- Openness – help you mentor find you
- Sense of purpose - prepare for meetings
- Take responsibility for your learning
- Communicate effectively
- Listen & learn but question
- Trust
- Enjoy

The Shipwrights' Company asks every mentor and mentee to provide two short progress reports during a mentoring year; at the mid and end of year points. This process offers an opportunity for mentors and mentees to reflect on the progress they are making together, highlight successes, raise any failings with the programme and air their concerns so the reports will be an essential part of the lessons learned process and help to improve the scheme. At the end of the academic year the sub-committee will facilitate a 360-degree macro review of a sample number of mentoring relationships; the purpose being to assess the performance of MentorShip and improve the scheme year on year.

How do I apply for MentorShip? To apply for MentorShip visit the Shipwrights' website at:

<https://www.shipwrights.co.uk/mentorship>

There you will find details of the scheme, FAQs and links to the guides "How to be a great Mentee" and "How to be a great Mentor".

The MentorShip sub-committee will hold pairing meetings at which the student application forms and responses from prospective Shipwright mentors will be considered, and initial pairings identified; these will only be confirmed once mentee and mentor have given their agreement.

The Shipwrights' Company looks forward to hearing from you.