

Supplementary Form
NMC Mentor Preparation (308CPD, non-accredited and M43CPD) – Mentorship

This module requires assessment in the practical aspects of mentorship therefore you will need to identify a Learning Supervisor/Experienced Mentor to support you prior to commencing the course. Please complete and return this supplementary form with the module application form. Please note an inability to provide this information at the time of submitting your application will mean that the processing of your application will be delayed and commencement of the module will be delayed. **Please see reverse for guidance notes.**

Criteria for Learning Supervisor/Experienced Mentor:

- For NMC registrants the Learning Supervisor/Experienced Mentor is a Registered Nurse or Midwife who has successfully completed an NMC approved mentor preparation programme or a comparable programme which has been **accredited** by an 'Approved Education Institution as meeting the NMC Standards to Support Learning and Assessment in Practice (NMC 2008) and whose name is annotated as active on a local register of mentors.
- For HCPC registrants the Learning Supervisor/Experienced Mentor is a registered member of the relevant Allied Health Profession.
- A Learning Supervisor/Experienced Mentor will regularly work with the student to support their development during the duration of the module (Minimum 4 hours per week).

Student details:

Name:	
Designation/job title:	
Profession (if nursing, please include branch /field):	
Home address:	
Home and mobile telephone number:	
Email address:	
Student signature:	Date:

Learning Supervisor/Mentor Details:

Name of learning supervisor/mentor:
Business address of learning supervisor/mentor:
Telephone number of learning supervisor/mentor:
Email address of learning supervisor/mentor:

For NMC Registrants:

Name of mentor qualification and date obtained:	
Date of last mentor update (date and month) *:	
Date of last triennial review (date and month)**:	
I can confirm that my details are held on the organisation's / university mentor database: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Learning supervisor/mentor signature:	Date:

* The last mentor update needs to have been undertaken within the last 12 months

** Triennial review needs to be every three years from date qualification obtained

308 / 396 CPD Mentoring and Assessing in Practice
Learning Supervisor Form
Guidance notes

Please read the guidance notes below before completing the attached Learning Supervisor form.

All applicants for 308 / 396 CPD 'Mentoring and Assessing in practice' require a Learning Supervisor to assess their practice. **Details of the Learning Supervisor must be supplied at the point of application.** Please therefore complete all sections of the attached form and submit it along with the application form - see below for details of who can be a Learning Supervisor.

Who can be a Learning Supervisor?

Non-NMC registrants

For non-NMC registrants the Learning Supervisor needs to be a registered professional from the same profession as the applicant.

NMC registrants

NMC registrants must be supported by a registered Nurse or Midwife who has:

- A Mentor qualification
- Has had a mentor update within the last twelve months
- Has had triennial review *
- Be annotated on the Trusts mentor register / University's mentor register if working in the private, independent and voluntary sector

If potential Learning Supervisors are unsure if they meet these criteria please seek help from your organisation's Practice Facilitators if you work within Coventry and Warwickshire. If you do not work within Coventry and Warwickshire then contact your Professional Development / Learning and Development Department for advice.

If potential Learning Supervisors do not meet these criteria, then an alternative Learning Supervisor must be identified.

Completion of the form

Please ensure all sections of the form are completed as it will not be possible to process forms and therefore applications with missing details.

* Triennial review needs to be every three years from date qualification obtained