

POWYS CHALLENGE

Literacy and Numeracy Mentoring Project

YJB/8NL/015

Aims and Objectives

1			OVERALL PROJECT AIMS, POLICIES & RATIONALES
	(a)	(i)	<ul style="list-style-type: none"> • Mentoring will normally last for a minimum of 3 months but will be subject to review after 3 months and then at least every 3 months thereafter. • Any mentee not working at peer level for age/National Curriculum may continue on the Project providing that progress is being made. • If a specific learning outcome, is described in the 'Learning Programme, i.e. improve literacy/numeracy skills in order to sit a particular qualification, such as a GCSE; mentoring finishes once the exam is taken. • When the mentee is working at peer level for age/National Curriculum then mentoring will be finished.
		(ii)	<p><u>Meetings and other contacts should take place at the following intervals as a minimum:</u></p> <p><u>Project Coordinator and Mentors</u></p> <ul style="list-style-type: none"> • monthly by telephone • 3 monthly in person (Or more frequently if required) <p><u>Mentors and Mentees</u></p> <ul style="list-style-type: none"> • normally weekly for approximately 1 hour minimum • subject to mentor availability this could be 2 hours per week •
	(b)	(i)	<p><u>Mentor Recruitment</u></p> <ul style="list-style-type: none"> • Powys Challenge Volunteers are recruited on an ongoing basis with regular Core Training sessions running throughout the County. • Literacy Project mentors are recruited from those who are already accredited volunteers.
		(ii)	<p><u>Mentor Suitability</u></p> <ul style="list-style-type: none"> • To be considered as a prospective Powys Challenge volunteer an applicant needs to undertake a Police Check through the Criminal Records Bureau, a Social Services Information Database check and provide two suitable references. The Local Area Project Manager carries out an initial interview. • If all is well then the person is booked onto the next Core Training Session for their area. • Our Equal Opportunities Policy does not exclude persons with a criminal record from applying to become a volunteer, however, if a 'Cause for Concern' is expressed by any staff member during the induction and training process the issue will be raised during the 2nd interview which is conducted by the Local Area Project Manager and the Chief Officer of Powys challenge. Depending on the 'Cause for Concern' the person will either be asked to work for a short time with an existing volunteer, (Buddying) or advised that this is possibly not a suitable route for them at the moment. • Where Child Protection Issues or Section 1 offences are identified the applicant will not be accepted for volunteer work with Powys Challenge.

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		(iii)	<p style="text-align: center;"><u>Mentor Training</u></p> <ul style="list-style-type: none">• All volunteers are required to undertake 3 days 'Core' training plus one further day on Criminal Justice and YOT. This training can be OCN accredited if they wish.• The Volunteer Core training has to be successfully completed before work with clients can begin.• No specific additional training is required to work on the Literacy project but those volunteers who wish to develop a Professional Basic Skills teaching role will be offered accredited training with an appropriate provider. Those who wish to work on the literacy project without working towards further qualifications will be offered the half-day Basic Skills Awareness Raising course which will be run in-house, as required, by the Literacy Project Co-ordinator.
		(iv)	<p style="text-align: center;"><u>Mentor Monitoring and Support</u></p> <ul style="list-style-type: none">• Once a volunteer mentor is matched and working with a young person they have the on-going support of their Local Area Project manger who is available to assist them with any aspect of their Powys Challenge role and provide them with regular, (recorded) supervision and support.• Should the volunteer experience any difficulties or have queries relating specifically to their Literacy project mentoring role they are encouraged to contact the Literacy Project Co-ordinator who will provide support and advice either over the phone, by arranging a meeting or by obtaining resources or information as required.• Every 12 weeks or so the Project Co-ordinator will visit the mentor and their client during one of their agreed meetings to carry out an official review of progress which is agreed, recorded and signed by all involved.• Every so often the project Co-ordinator carries out a 'monitoring' assessment with the young person. This assessment shows any improvement in the young persons basic skill level in Literacy and/or Numeracy and the results are recorded. Any necessary alterations in the support requirements are communicated to the volunteer so that they can continue to provide the most suitable levels and methods of support to their client.• Any contact regarding the young person is recorded on a 'Contact' sheet at the front of their 'personal' file for reference purposes. Copies of e-mails, letters and miscellaneous documentation are also stored in these files, which are kept by the Project Co-ordinator, at Head Office in Llandrindod Wells.

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	(c)	(i)	<p style="text-align: center;"><u>Selection criteria for young people</u></p> <p>The target group will consist of: -</p> <ul style="list-style-type: none"> • Young people who are resident in Powys. • Who have offended or are thought to be at risk of offending. • Whose Basic Skill levels in Literacy and/or Numeracy are below what is expected for their peer group. • Who are between 10 and 17 years of age, (inclusive).
		(ii)	<p style="text-align: center;"><u>Assessment of target group</u></p> <ol style="list-style-type: none"> 1. All clients will undertake an 'Initial' Assessment carried out by the Project Coordinator 2. If the client is assessed as being below the National Curriculum level for their age group, they will be accepted on to the project. 3. Should the client be assessed as fully in line with their peer group for National Curriculum and age, they will be rejected for the Literacy Project but may be accepted for befriending or leisure support from a Powys Challenge volunteer. 4. Involvement with the project is a voluntary option for the young person. 5. Assessment will be undertaken in partnership with school where appropriate.
	(d)	(i)	<p style="text-align: center;"><u>Mentor roles</u></p> <p><u>What a (Literacy) Mentor should do:</u></p> <ul style="list-style-type: none"> • Assist with the learning programme as defined by the Project Coordinator. • Motivate and enthuse the young person with a desire to learn and the confidence and ability to do so. • Encourage the young person to achieve to the best of their ability, using whatever learning opportunities are, or may be, available to them. • Encourage clients to use own experiences as learning tools whenever possible. • Attend meetings with the young person at agreed time and date and not be late. • Report on progress by completing the feedback section of the Lesson Plan and returning to the Project Coordinator at the end of each calendar month. • Report on any other matter that causes concern or that the mentor believes should be on the record – good or bad. • Observe Powys Challenge Equal Opportunities policy. • Follow guidelines for 'Lone' working and 'Health and Safety' as contained in Powys Challenge working policies.

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	(ii)	<p><u>What mentors should not do:</u></p> <ul style="list-style-type: none"> • Give the young person their home address or telephone number. • Take the young person to their home. • Be alone with the young person at any time other than, (when required), in a car. • Shout, swear, retaliate or try to restrain the young person in any way. • Accept or give gifts • Say anything that could be used against anyone else. • Touch, hug or display excessive fondness for the young person. • Promise unrealistic achievements.
	(iii)	<p><u>How meetings with mentors and clients will help clients to achieve the intended outcomes.</u></p> <ul style="list-style-type: none"> • Mentors will act as role models • Mentors will assist with learning as planned • Mentors will feedback to clients on progress • Mentors will encourage learning, motivation, achievement, new activities and experiences • Mentors will help to facilitate safe, comfortable environments for learning
	(e)	<p><u>Guidelines for ending mentoring</u></p> <ul style="list-style-type: none"> • Clients will be assessed at regular intervals and those who have achieved the required standard for their peer group will complete their period on the Literacy Project. • Should the client still require other forms of mentoring, this will continue by agreement. • If the client needs to be removed from the programme for other reasons, a record will be made on the client file of the full details for the termination of work with the client. • A report will be sent to the relevant Case Officer outlining the reasons for the termination of the work. • Work with a client may be terminated if the client continually fails to attend, puts the mentor at risk, fails to make improvements in any part of the programme or any other reason agreed with the Project Coordinator.
2.		PROJECT ADMINISTRATION
	(a)	<p><u>Staff details:</u></p> <p>The Project is managed by Powys Challenge through the appointment of a part-time Project Co-ordinator, (three days a week), with Administrative support, one day a week. (Job descriptions and person specifications can be provided on request).</p>
	(b)	<p><u>Staff Changes:</u></p> <p>Project Co-ordinator - November 2001 to March 2002 – Christine Steele. Project Co-ordinator – May 2002 to present – Christina Bufton.</p>

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	(c)	<p>Project Meetings</p> <p>The project is supported by Crime Concern in a consultative capacity. (Records of meetings and feedback are available on request).</p> <p>The Project Co-ordinator attends regular networking meetings arranged by Crime Concern as well as meetings organised by the official evaluators – The Thomas Coram Institute.</p>
	(d)	<p><u>Steering Group:</u></p> <p>A Steering Group, comprising suitably qualified and experienced persons from both Powys Challenge and associated agencies will be appointed.</p> <p>The Inaugural meeting of the Literacy/Numeracy Mentoring Project took place in February 2003. A second meeting is planned for November 19th 2003.</p> <p>A list of the Steering Group Members and minutes of the Inaugural meeting are available on request.</p>
3		<p><u>PROJECT BUDGETARY DATA</u></p> <p>Details of all incomings and outgoings relating to the efficient & effective running of the project can be made available on request.</p>