



Target Medicine Mentoring Scheme Application Guidance 2020-21

1. Target Medicine Mentor Scheme will continue to run, delivered virtually from September 2020 – June 2021, with a review on delivery format from June onwards. We will keep you updated if we make any adaptations to the programme. In the event key changes are made to the academic calendar, we will adapt the Mentor Scheme to ensure it continues to fit around your studies.
2. You can apply to become a Target Medicine Volunteer Mentor in Years 1, 2, 3, 4 or 5. In Year 1 you can choose to apply as an SSC student if you wish but by doing so you will commit yourself to continue as a Volunteer until December 2021 once the SSC part has finished.

SSC students will be given SSC time off in lieu (TOIL) during the SSC block, as follows:

- Year 1 students – counts as a single block SSC: TOIL on Thursday afternoons

3. As an SSC student you will complete the following SSC Tasks:
 - a. Attend all training sessions, meetings and events that are relevant to your role
 - b. Submit a log of all Target Medicine activities
 - c. Submit a reflective account of your involvement in Target Medicine or equivalent piece of work as agreed with your Tutor
4. As a Volunteer you will be expected to be just as reliable and involved as the SSC students. However, you will not have to complete the SSC written tasks outlined above.
5. You can choose to be involved in Target Medicine for just one year, or more. We welcome continuity and prioritise returning volunteers.
6. Applying to Target Medicine does not guarantee you a place as this depends on numbers overall. We will, however, accommodate as many volunteers and SSC applicants as possible.
7. Selection of Team Leaders will be done via shortlist from application forms, followed by interviews at mutually agreed times.
8. Selection of Team Members will be done from application forms alone.
9. Your application form will only be seen by the Target Medicine Manager, Student Lead, Deputy Student Leads, and Academic Lead involved in recruitment and due regard will be given to confidentiality.
10. This is an unpaid voluntary role, including attendance at all training and mentoring sessions. However, an hourly rate of pay will be made for working on the Mentoring Scheme Events (excluding the Drop-in day), and you will be given priority for other paid UCLMS or Target Medicine opportunities (including Taster Days, UCLMS Open Days and school/college visits).
11. Dates of all 2020/21 Mentoring Scheme training, mentor sessions and event dates are provided below.

Roles in Target Medicine 2020-21

The following team of UCL Medical School staff oversees Target Medicine:

Manager: Rupa Lakhani

SSC Tutor: Jayne Kavanagh

The following Medical Students lead the Mentoring Scheme:

Student Lead: Mirali Patel

Deputy Leads: Eloise Evans and Kiran Mehta

Working closely with the staff team, these students will ensure the smooth running of the scheme. They will play a key part in recruitment, training and ongoing support of mentors and in the delivery of teaching and support to mentees. They are always recruited from experienced Target Medicine volunteers.

Mentor Team Leader (*Years 3 - 5 students or Year 2 students with previous Target Medicine experience*)

- Leads team in UCL to deliver 6 mentoring sessions over the course of the year and provides consistent mentoring support in between sessions.
- Participates in other UCL events as needed.
- Attends UCL training + planning meetings with team.
- Supports Team Members.
- Takes on a mentoring role with up to 4 - 5 students.
- Undertakes monitoring and evaluation of sessions.
- Liaises primarily with Student Leads and Team Members.

Mentor Team Member (*Years 1 – 5*)

- Participates in Mentor Team to deliver 6 mentoring sessions over the course of the year and provides consistent mentoring support in between sessions.
- Participates in some other UCL events as needed.
- Attends UCL training + planning meetings with team.
- Supports peers.
- Takes on a mentoring role with up to 4 - 5 students.
- Contributes to periodic Team Bulletin for mentees.
- Participates in monitoring and evaluation of sessions.
- Liaises primarily with Team Leader and other Team Members.

Which roles can you apply for?

- Year 3, 4 and 5 students may apply for any role.
- Year 2 students may apply for the Team Member role. They can also apply for the Team Leader role but only if they have already been involved in Target Medicine in Year 1.
- Year 1 students may apply for the Team Member role only.

Appropriate training will be given to equip all volunteers with the skills and understanding they need, so the main issue to consider whether you have the enthusiasm, commitment and reliability to dedicate to the Mentor Scheme.

We would encourage you to apply for the role that interests you and to which you think you can offer appropriate expertise. For instance, if you are thinking about applying for a Team Leader role you should consider how you meet the experience, confidence and qualities listed below.

All members of Target Medicine must be:

- Enthusiastic and passionate about widening participation into higher education and medicine
- A team player
- Dedicated to making Target Medicine a success
- Hard working
- Reliable and punctual

The Student Leads and Mentor Team Leaders should have:

- The ability to lead and to facilitate others, both individually and in groups
- Commitment to team work
- Ability to use own initiative as appropriate
- Excellent interpersonal, oral and written communication skills
- Presentation skills
- The ability to provide constructive feedback
- Assertiveness
- Capacity to participate productively in meetings
- Good organisational skills
- Solid administrative skills (e.g. email, Microsoft Office)
- Ability to work to deadlines

Mentor Team Members should have:

- Excellent interpersonal, oral and written communication skills
- Presentation skills
- Ability to provide constructive feedback
- Commitment to team work
- Assertiveness
- Good organisational skills
- Good administrative skills (e.g. using email, Microsoft Office)

Application Deadlines

Team Leader Applications

- **Y4 & Y5:** 11:59pm – Sunday 20th September
- **Y2 & Y3:** 10am - Monday 5th October

Mentor Applications

- **All applications (including Y1 SSC):** 11:59pm - Sunday 11th October

Key Dates

By submitting an application you are committing yourself to the relevant dates below, with the exception of any that coincide with exam or elective dates. **Additional team meeting dates will be agreed within your team.** In addition to attending training and all Mentoring Session dates, you will be expected to assist with at least one of the UCL events if needed.

All volunteer training will take place online using Blackboard. Mentor sessions 1-4 will also take place online, with a view to move sessions 5-7 on campus if UCL and government guidance permit us to do so.

Volunteer Training (2020-21): 5.30 - 7.30pm – start/finish times may vary slightly

1. Wednesday 14th October 2020 – Team Leaders only
2. Wednesday 21st October 2020 – new volunteers
3. Wednesday 28th October 2020 – all volunteers
4. Wednesday 11/18/25 November – all volunteers will have training in their teams with their Team Leader on one of these dates (date and time may be subject to change)
5. Wednesday 16th December 2020 – all volunteers
6. Wednesday 24th February 2021 – Team Leaders only
7. Wednesday 28th April 2021 – Team Leaders only

Mentoring Sessions (all in 2021): all Volunteers for sessions 2-7

1. Wednesday 13th January, 5.30-8.30pm – Mentor Session 1: Introductory session for mentees and parents/carers (**only Team Leaders need attend**)
2. Wednesday 27th January, 5*-7.30pm – Mentor Session 2
3. Wednesday 10th February, 5*-7.30pm – Mentor Session 3
4. Wednesday 24th March, 5*-7.30pm – Mentor Session 4
5. Wednesday 8th September, 5*-7.30pm – Mentor Session 5
6. Wednesday 3rd November, 5*-7.30pm – Mentor Session 6
7. Wednesday 1st December, 5*-7.30pm – Mentor Session 7

**We are aware a 5pm start may clash with some sporting/extracurricular commitments. The sessions start promptly at 5.30pm but we ask mentors to arrive at 5pm to set up the presentation, register and greet students as they arrive. Please let us know in your application if you foresee a potential clash and we can accommodate this at the discretion of the leadership team and your team leader.*

Events (all in 2021):

- Wednesday 3rd March, 5.00-7.30pm – Meet the Doctor Event
- Wednesday 21st April, 4.00-7.00pm – Admissions and Student Finance Event
- Wednesday 16th June, 5.00-7.00pm – All About UCAT Event
- Wednesday 23rd June, 5.00-7.00pm – UCAT Q&A Event
- Wednesday 4th August, 5.00-7.00pm – All About BMAT Event
- Wednesday 25th August, 10am-4pm – Drop-in day
- Wednesday 10th November, 3.30-6pm and/or 5.30-8pm – Mock Interviews
- Wednesday 17th November, 3.30-6pm and/or 5.30-8pm – Mock Interviews

Please note: the timing, format and location of these events may change depending on UCL and government social distancing guidance in 2021. We will confirm the details of these events as soon as possible once the programme commences.

Please feel free to get in touch if you have any questions for us before you decide whether to proceed with your application targetmedicine@ucl.ac.uk