



## Target Medicine Mentor Scheme Application Guidance 2023-24

1. Target Medicine Mentor Scheme (TMMS) will run primarily in-person at UCL Bloomsbury Campus, with some virtual events. In the event key changes are made to the academic calendar, we will adapt the Mentor Scheme to ensure it runs effectively online, or adopt a blended approach.
2. You can apply to become a Target Medicine Mentor in Years 1, 2, 3, 4 or 5, and a Target Medicine Team Leader in Years 2, 3, 4 or 5.
3. You can choose to be involved in Target Medicine for just one year, or more. We welcome continuity and prioritise returning volunteers.
4. Applying to Target Medicine does not guarantee you a place as this depends on numbers overall. We will, however, accommodate as many volunteers as possible.
5. Selection of Team Leaders will be done via shortlist from application forms, followed by interviews on Wednesday 4<sup>th</sup> October (Year 4 and 5) and Wednesday 11<sup>th</sup> October (Year 2 and 3).
6. Selection of Team Members will be done from application forms alone.
7. Your application form will only be seen by the TM Leadership Team which comprises the Target Medicine Manager, Student Lead, Deputy Student Leads, and Academic Lead. Due regard will be given to confidentiality.
8. 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 TM Events, and you will be given priority for other paid UCLMS or Target Medicine opportunities (including Taster Days, UCLMS Open Days and school/college visits).
9. Dates of all 2023/24 Mentoring Scheme training, mentor sessions and event dates are provided below.
10. Attendance to mentor sessions and team preparation for sessions is mandatory, so please ensure you can commit to all **mentor session** dates listed below. Team preparation dates and times will be decided within your team.
11. **'Large event'** attendance is optional and all volunteers will have the opportunity to apply for these paid roles throughout the year.

## Roles in Target Medicine 2023-24

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

**Manager:** Rupa Lakhani

**Academic Lead:** Tina Nyazika

The following Medical Students will lead the Mentoring Scheme for 2023/24:

**Student Lead:** TBC

**Deputy Leads:** TBC

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.

**Vacant Roles:**

**Team Leader (*Years 2 - 5 students with previous Target Medicine experience*)**

- Takes on a mentoring role with up to 4 - 5 sixth form students.
- Leads a team of 4 UCL medical student 'team members / mentors' to deliver 6 mentoring sessions over the course of the year and supports the team in their mentoring role between sessions.
- Participates in other UCL events as needed.
- Attends UCL training + planning meetings with team.
- Supports Team Members and fosters their personal development.
- Undertakes monitoring and evaluation of sessions.
- Liaises primarily with Student Leads and Team Members.
- Participates in periodic newsletters for mentees.

**Mentor/Team Member (*Years 1 – 5*)**

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

**Which roles can you apply for?**

- **Team Mentor:** anyone in Year 1-5
- **Team Leader:** anyone in Year 2-5 with previous TM mentor experience.

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
- Adaptable to changing circumstances
- Committed

**Team Mentors should have:**

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

**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

**Deadlines****Team Leader Applications**

- **Year 4 and 5:** 11.59pm - Wednesday 27th September 2023
- **Year 2 and 3:** 11.59pm - Monday 2nd October 2023

**Team Leader Interviews dates:**

- **Year 4 and 5:** Wednesday 4th October
- **Year 2 and 3:** Wednesday 11th October

**Mentor / Team Member Applications**

- **Years 1, 2, 3, 4 and 5:** 11:59pm - Wednesday 4<sup>th</sup> October 2023

## Key Dates and Expectations

By applying, you are committing to the mandatory dates below with the exception of any that coincide with exam or elective dates. **Additional team meeting dates will be agreed within your team.** You should expect these to be on the Wednesday afternoon/evening the week before the mentor session.

<p><b>MANDATORY SESSIONS</b> We expect all volunteers to attend training, mentor sessions and assist with at least one large event. Mentor Sessions start at 17.00</p> <p>Light green indicates dates/sessions mandatory for <b>ALL mentors</b> to attend.</p> <p>Dark green indicates dates/sessions mandatory for <b>Team Leaders</b> to attend.</p>	<p><b>KEY:</b> AL: Academic Lead TMM: TM Manager SL: Student Lead DSL: Deputy Student Lead TL: Team Leaders TM: Team Members</p>
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Date/Month (2023)	Task	Event organisers
Weds 18 October 17.30-19.30	<b>Volunteer Training 1 (Team Leaders)</b>	AL, TMM, SL, DSL
Sat 28 October 09.30 – 16.30 TBC	<b>Volunteer Training 2 (All volunteers):</b>	AL, TMM, SL, DSL
Weds 6 December 17.00 – 20.00 TBC	<b>Volunteer Training 3 (New volunteers &amp; TL's) &amp; Social</b>	AL, TMM, SL, DSL
Date/Month (2024)	Task	Event organisers
Weds 17 January 18.00 – 21.00 TBC	<b>Mentor Session 1</b> Intro to TMMS, and parents/carers evening <i>(only Team Leaders attend)</i>	AL, TMM, SL, DSL
Weds 31 January 17.00 – 20.00*	<b>Mentor Session 2</b> delivered by Mentor Teams	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
Weds 21 February 17.00 – 20.00	<b>Mentor Session 3</b> delivered by Mentor Teams	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
Weds 28 February 17.30-19.30	<b>Team Leader Training 4</b> (Includes review of MS 1, 2, 3)	AL, TMM, SL, DSL in collaboration with TLs
February	Design and co-ordinate Bulletin	AL, TMM, SL, DSL in collaboration with TLs
Weds 6 March	Team meeting and Mentor Session prep	TL (support from SL, DSL)
Weds 13 March 17.00 – 20.00	<b>Mentor Session 4</b> delivered by Mentor Teams	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
March	Design and co-ordinate Bulletin	AL, TMM, SL, DSL in collaboration with TLs
Weds 17 April	<b>Team Leader 1 to 1's with Leadership Team</b> (Includes a review of Mentor Session 4 and preparation for Sessions 5, 6, 7)	AL, TMM, SL, DSL in collaboration with TLs
Weds 24 April 17.00 – 20.00	Meet the Doctor	TMM, SL, DSL

Date/Month (2024)	Task	Event organisers
Weds 12 June 17.00 – 20.00	Large Event: All about the UCAT	SL, DSL in collaboration with Ambassadors who apply to work on the event
Weds 19 June 17.00 – 20.00	Large Event: UCAT Mock (followed by marking of transcripts)	SL, DSL in collaboration with Ambassadors who apply to work on the event
June	Design and co-ordinate Bulletin	AL, TMM, SL, DSL in collaboration with TLs
Weds 3 July	Work Experience Day – RFH (TBC)	TMM in collaboration with Ambassadors who apply to work on the event
Fri 5 July	Work Experience Day – RFH (TBC)	TMM in collaboration with Ambassadors who apply to work on the event
Weds 10 July 17.00 – 20.00	Large Event: Admissions and Student Finance	TMM
Weds 2 August	Large Event: All about BMAT & mock exam	SL, DSL in collaboration with Volunteers who sign up for the event
Wed 21 August	Drop-in day	SL, DSL in collaboration with Ambassadors who apply to work on the event
August	Design and co-ordinate Bulletin	AL, TMM, SL, DSL in collaboration with TLs
Weds 18 September 17.00 – 20.00	<b>Mentor Session 5</b> delivered by Mentor Teams	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
Wed 30 October 17.00 – 20.00	<b>Mentor Session 6</b> delivered by Mentor Teams	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
October	Design and co-ordinate Bulletin	AL, TMM, SL, DSL in collaboration with TLs
Weds 6 November 15.00 – 20.30	<b>Large Event: Mock Interviews</b> delivered by mentor teams 1-6	TMM + SL/DSL + Target Medicine volunteers
Weds 13 November 15.00 – 20.30	<b>Large Event: Mock Interviews</b> delivered by mentor teams 7-12	TMM + SL/DSL + Target Medicine volunteers
Weds 27 November 17.00 – 20.00	<b>Mentor Session 7</b> delivered by Mentor Teams Followed by Social event for All volunteers	TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day)
December	End of year feedback Session with Team Leaders	TMM, SL, DSL

\*Inclusive of 17<sup>th</sup> April, Team Leaders will have 2-3 1 to 1's with Staff or Student Leads to ensure they are fully supported.

\*We are aware that a 5pm start for mentor sessions 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. **For any questions or concerns, please contact us at [targetmedicine@ucl.ac.uk](mailto:targetmedicine@ucl.ac.uk)**