

## FAQs for LEAP Mentors

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### 1. What do I need to do as a LEAP Mentor?

LEAP Mentors will read and comment on one draft application per mentee. You will usually be given a group of up to 8 people (who will also be working in a peer support group). The feedback should help them to complete their application.

### 2. How does the mentor-mentee relationship work in practice?

It is the responsibility of the mentee to contact the mentor, although it is useful to contact your list of mentees to introduce yourself, offer your support and highlight your high capacity workload times and how much notice you will need to provide comments leading up to deadlines (see below). You are not required to organise or attend Peer Support Group meetings.

### 3. What is the time commitment involved in becoming a LEAP mentor?

Being a LEAP mentor you agree to read and comment on up to 8 applications and provide advice and guidance to your LEAP Mentor group.

### 4. How long will I keep my mentees for?

You will keep your mentees for a period of **12 months from allocation**. The LEAP administrator will email you a list of your mentees, highlighting the date on which their mentorship with you will expire. If a mentee contacts you after this date and you no longer have capacity to support them, please contact the LEAP Administrator for advice.

### 5. When should I expect the busy periods?

Busy times may occur close to the submission deadline. To view the upcoming submission deadlines please see [here](#).

### 6. Am I eligible to become a LEAP mentor? What kind of training do I need to do?

To become a LEAP mentor you should be familiar with the UKPSF, have read the LEAP Handbook and hold a Fellowship of the HEA (at any level). To be a LEAP Mentor you are required to hold a HEA fellowship as follows:

- Principal fellowship mentorship – must hold Principal fellowship;
- Senior Fellowship mentorship – must hold either Senior or Principal fellowship;
- Fellowship mentorship – must be at least a Fellow of the HEA;
- Associate Fellow mentorship - must be at least an Associate Fellow of the HEA.

Training will be provided to all assessors and mentors. You can book on this [here](#) and you can access the training materials [here](#).

### 7. Will LEAP be running again in future?

LEAP applications are open once a year with submission deadlines in Autumn, Spring and Summer.

If you have any further questions, please contact the LEAP Administrator at [leap.cpd@manchester.ac.uk](mailto:leap.cpd@manchester.ac.uk).