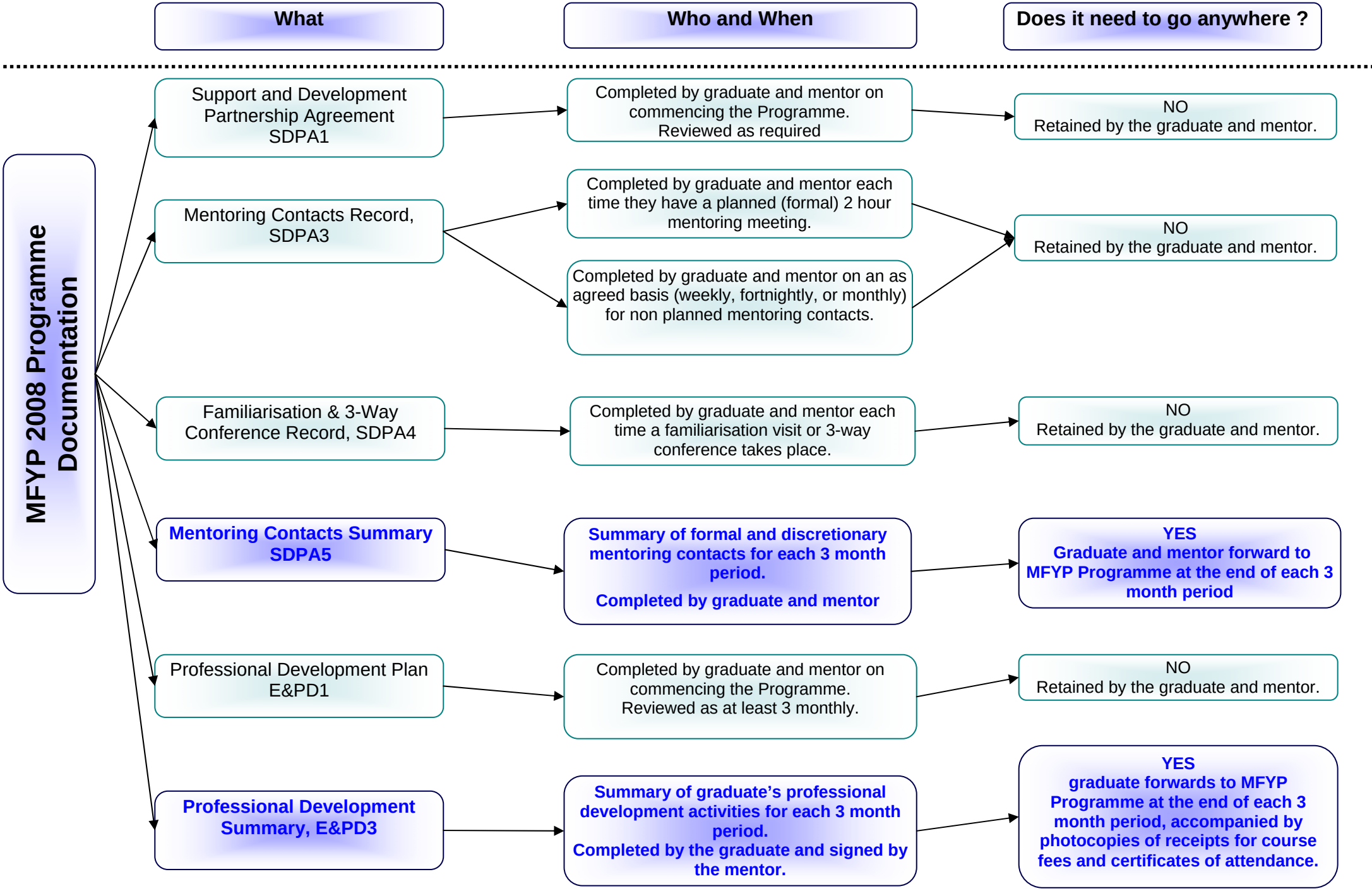
MFYP 2008 Programme Documentation
What
Who and When
Does it need to go anywhere ?
Support and Development Partnership Agreement SDPA1
Completed by graduate and mentor on commencing the Programme. Reviewed as required
NO Retained by the graduate and mentor.
Mentoring Contacts Record, SDPA3
Completed by graduate and mentor each time they have a planned (formal) 2 hour mentoring meeting.
Completed by graduate and mentor on an as agreed basis (weekly, fortnightly, or monthly) for non planned mentoring contacts.
NO Retained by the graduate and mentor.
Familiarisation & 3-Way Conference Record, SDPA4
Completed by graduate and mentor each time a familiarisation visit or 3-way conference takes place.
NO Retained by the graduate and mentor.
Mentoring Contacts Summary SDPA5
Summary of formal and discretionary mentoring contacts for each 3 month period.
Completed by graduate and mentor
YES Graduate and mentor forward to MFYP Programme at the end of each 3 month period
Professional Development Plan E&PD1
Completed by graduate and mentor on commencing the Programme. Reviewed as at least 3 monthly.
NO Retained by the graduate and mentor.
Professional Development Summary, E&PD3
Summary of graduate's professional development activities for each 3 month period.
Completed by the graduate and signed by the mentor.
YES graduate forwards to MFYP Programme at the end of each 3 month period, accompanied by photocopies of receipts for course fees and certificates of attendance.