

# **World Triathlon Mentorship Programme**

## **Accreditation/Certification Process**

**Dated: January 2021**

## 1. Overview

To become an accredited World Triathlon Mentor, you must successfully complete World Triathlon Mentor Training, gain experience of mentoring a World Triathlon Mentee and provide evidence to demonstrate your competence.

Completion of training is recognised through a certificate of completion which indicates the mentor has completed the equivalent of 40 hours of training.

Following training, mentors are assigned an agreed number of mentees and are asked to initiate a mentorship relationship with each mentee.

To become a fully accredited World Triathlon Mentor, the mentor will need to submit an audio or audio-visual recording of one of their mentoring sessions with an assigned mentee and a comprehensive reflection note identifying where and how they have met the competences.

The mentor will be assessed against the criteria set out below which describe the competences that should be demonstrated by the mentor to successfully gain accreditation as a World Triathlon Mentor.

After gaining accreditation as a World Triathlon Mentor, your name will be listed on the World Triathlon Website and you will be issued with a badge that can be used to indicate your status as a World Triathlon Mentor.

Accreditation as a World Triathlon Mentor is valid for 12 months and must be renewed annually by submitting a recording of a recent mentoring session plus reflection note with a World Triathlon Mentee.

## 2. Certificate of Completion

All mentors successfully completing the World Triathlon Mentorship Training programme will receive a certificate of completion. The certificate recognises that trainee mentors will have committed up to 40 hours of study and activity to the programme over a seven-week period.

The World Triathlon Mentorship Training programme consists of the following blended learning:

- One activity-based mentee e-learning module (2.5 hours)
- Seven activity-based mentor e-learning modules (17.5 hours)
- Attendance at three webinars (3 hours)
- Completion of two 1:1 mentoring sessions with an assigned trainer (2 hours)
- Five practice mentoring sessions with a practice mentee including preparation and submission of personal reflections (10 hours)
- Five practice mentoring sessions with a practice mentor (5 hours)

### 3. Accreditation

To gain recognition as a World Triathlon Mentor having completed the training programme successfully, you must submit an audio or audio-visual recording of a recent session with an assigned mentee plus reflection note providing evidence against each competence using the education hub.

When you are ready and after at least three mentoring sessions with an assigned World Triathlon Mentee have been completed you can submit an audio or audio-visual recording for assessment.

Please record (video or audio) one mentoring session (with permission from the mentee) and:

- watch/listen to your session and reflect on it using the competence sheet below; record evidence/ observations/ reflections where you feel you met the competence (column 2), where you feel you could make improvements (column 3) and any further reflections you wish to add (6).
- submit your recording and the completed sheet using the education hub.
- **You can either upload the file of the recording to the file submissions box, or you can paste the URL of the recording into the Online text box.**

We will review the recorded session and your reflections (column 2 and 3), make observations against the competences (column 4), provide feedback (7) and either:

- confirm your competences (C) as a World Triathlon Mentor for the next twelve months (C in column 5) **or**
- invite you to resubmit when you have worked on the outstanding competence/s (column 5 not yet competent, NYC).

The following competencies are assessed:

- Mentor creates a positive relationship built on mutual respect and trust.
- Mentee determines the focus and goal for the session.
- Mentor structures the session to help mentee achieve desired session goal.
- Mentor gives full attention, listens to the mentee and is comfortable with silence.
- Mentor structures questions to increase mentee's self-awareness and reflection.
- Mentor uses questions to encourage the mentee to think differently.
- Mentor uses questions to help the mentee determine detailed actions to take.

The attached form should also be completed and should accompany your audio or audio-visual recording submitted for assessment.

## Mentor Accreditation Form

When you are ready and after at least three mentoring sessions with an assigned World Triathlon Mentee have been completed you can submit an audio or audio-visual recording using the education hub for assessment.

Please record (video or audio) one mentoring session (with permission from the mentee) and:

- watch/listen to your session and reflect on it using the competence sheet below; record evidence/ observations/ reflections where you feel you met the competence (column 2), where you feel you could make improvements (column 3) and any further reflections you wish to add (6)
- submit your recording and the completed sheet using the education hub. Go to the World Triathlon Mentoring Programme and click on “ongoing CPD” then click “Accreditation Task”.

We will review the recorded session and your reflections (column 2 and 3), make observations against the competences (column 4), provide feedback (7) and either:

- confirm your competences (C) as a World Triathlon Mentor for the next twelve months (C in column 5) **or**
- invite you to resubmit when you have worked on the outstanding competence/s (column 5 not yet competent, NYC).

1: Competence	2: Mentor's positive evidence	3: Mentor's critical reflection	4: Trainer's evidence	5: C/NYC
Mentor creates a positive relationship built on mutual respect and trust.				
Mentee determines the focus and goal for the session.				
Mentor structures the session to help mentee achieve desired session goal.				
Mentor gives full attention, listens to the mentee and is comfortable with silence.				
Mentor structures questions to increase mentee's self-awareness and reflection.				
Mentor uses questions to encourage the mentee to think differently.				
Mentor uses questions to help the mentee determine detailed actions to take.				

<b>6: Further reflections from mentor:</b>				
<b>7: Feedback from Trainer</b>				
<b>Date:</b>				