

## CLAP-TECH Pathway Mentorship Programme Guideline

### Introduction

This guideline is designed to support Mentoring activities that work for students, industry partners and teachers. It is based on the Work-Based Learning Toolkit developed for NYS P-TECH that provides quality approaches and strategies to create high-quality, meaningful, safe and legal Workplace Learning experiences for P-TECH students.

### Career Mentoring

Career Mentoring is a Career Exploration activity in which the student is matched in small groups of 4 to 5 with an adult professional to explore potential careers and related educational issues. The Career Mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online. The Career Mentor provides comments on the student's work, problem-solves with the student, and collaborates with the student on activities in consultation with the school and the workplace. The development of a trusting relationship between the student and the mentor is the key to a successful experience. Career Mentoring is a critical component of the range of authentic Work-Based Learning experiences provided for all CLAP-TECH Pathway students.

While Career Mentoring takes a variety of forms through CLAP-TECH, there are common characteristics or core design principles around which Career Mentoring programs are organized:

- Career Mentors and mentees make a long-term commitment to each other (generally, at least 1 year and much better for 3-5 years for completion of CLAP-TECH PATHWAY journey)
- Career Mentors focus on building trust and respect with their mentees
- Mentees and mentors set clear and reasonable expectations for themselves and their mentoring partner
- Career Mentors and mentees meet or communicate with enough regularity to develop a strong relationship
- Career Mentoring evolves in its frequency, form and content over the CLAP-TECH experience

## What is a Career Mentor?

A Career Mentor is:

- A role model
- A guide / coach
- An advisor
- Experienced
- Reliable
- Approachable
- Relatable
- Invested in outcomes
- An additional resource

A Career Mentor is not:

- Any industry partner a student happens to interact with
- A teacher
- A worksite supervisor or Internship sponsor (Note: a mentor/mentee relationship may evolve after the Internship or Work Experience is completed)
- A counselor

For students, Career Mentoring is likely the first course on the CLAP-TECH Pathway menu of authentic workplace experiences. It lays the groundwork for future workplace activities and helps students make the connection between classroom learning and the real world. It connects students with an adult who can provide ongoing support and guidance about career possibilities, help them understand the importance of learning in the classroom, explore their options and provide a way for them to practice professional communication skills. Students are often more persistent and motivated as a result of their relationship with their Career Mentor. Mentors have options to choose from based on the time they have to commit. Some of the different models include:

- Small group mentoring (one adult to as many as four to five students)
- Team mentoring (several adults working with small groups of students, in which the adult to-student ratio is not greater than 1:5)
- Large group mentoring (one or two adults to seven to ten students)
- E-mentoring (mentoring via email and internet combined with another model from the list above)

In addition to providing general career advice and context, Career Mentors support classroom activities by providing feedback on projects or presentations when requested by mentees, directly engaging with the student or students in a particular activity or exercise or helping students reflect on the connection between academic learning and professional skills.

Career Mentoring experiences are designed to promote:

- Exploration of a field of interest
- Student exposure to jobs, careers and working adult role models
- The ability to practice communication skills
- The development of professional skills & attributes (please refer to appendix I for details)
- Self-esteem, self-worth, confidence and flexibility
- The building of occupational knowledge

- Positive life outcomes for students
- Opportunities to build a relationship with a caring and knowledgeable adult

Career Mentoring is a prime example of the benefits to students, industry partners, teachers and schools described in section one of this guideline.

The Importance of Structured Activity Effective Career Mentoring programs include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched student learning. Proper planning and preparation, attention to legal and safety details, maximization of learning potential, and communication and support for the student and industry partner will help ensure success.

Career Mentoring Support Materials Tip sheets and checklists for CLAP-TECH Pathway project coordinators, industry partners, and students and teachers are provided in this guideline to help design, structure and support Career Mentoring to maximize student learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of this guideline, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience.

### **Tip Sheets and Fact Sheets**

#### **Industry Partner Mentors Tip Sheet: Career Mentoring Success Factors**

A tip sheet for participating industry partners

- What's my role as a mentor?
- How do I get matched up?
- What should I talk about?
- How does this work?

#### **Industry Partner Fact Sheet: Career Mentoring**

A fact sheet that describes what's involved in a company providing Career Mentors

## Industry Partner Tip Sheet

### Career Mentoring: Success Factors

#### A tip sheet for CLAP-TECH Pathway Industry Partners Mentors

##### What is Career Mentoring?

Career Mentoring is a Career Exploration activity in which the student is matched in small groups with an adult professional to explore potential careers and related educational issues. The career mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

##### How is it structured?

Each CLAP-TECH Pathway school has a mentoring program customized to accommodate the interests and availability of its industry partners. Mentors may be matched with small groups of students. While there are some differences across the CLAP-TECH Pathway schools, all career mentoring programs share some common features. Each begins with a defined matching process, both formal and informal activities are conducted at the school, in the workplace or online (never alone), a set schedule is provided, and mentors and students are supported by the CLAP-TECH Pathway Project Management Office (PMO) via industry partners and school teachers.

##### What's my commitment?

- Meet or communicate regularly with your mentee. Some activities will be organized by your CLAP-TECH Pathway PMO and some contact will be generated by your mentee or yourself via email or social media
- Follow all school and company rules regarding Career Mentoring (your CLAP-TECH Pathway mentor coordinator can help you with this).
- Career mentors are asked to make a commitment to stay engaged for a minimum of one year and hopefully will continue through to the mentee's graduation.

##### How can I make it a good experience for my mentee?

- Make it real. It's all about the relationship you are able to develop with your mentees.
- Hear what your mentee is really saying. Pay attention and show that you are listening.
- Help your mentees focus on learning about and practicing professional skills.
- Review the information on what your mentee is working on at school, and ask questions about what he/she is learning. Provide feedback on the work.
- Actively participate in activities and group projects arranged by the school or PMO.
- Motivate your mentees when needed.
- Be consistent.

### **Why is this important for the student I'll be mentoring?**

- Research shows that career mentors help students stay in school, stay focused and pursue their goals.
- A career mentor lets a young person know that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between what they learn in the classroom and the real world.
- A career mentor can help their mentee better communicate with and relate to adults.

### **What will I get out of it?**

- Serving as a career mentor can be a personally satisfying experience.
- You will learn how to interact with the next generation, some of whom you may be working with and/or supervising soon.
- You will meet other mentors and leaders in your community who will enhance your personal and professional network.
- Its Fun!

What if I have a question, a concern or need some help? Your CLAP-TECH Pathway mentor coordinator is there to help you with any question or concern, no matter how great or small. If you have any concerns about your mentee, bring them to the coordinator's attention immediately.

### **What if I can no longer be involved?**

- Provide as much notice as possible to the mentor coordinator and student.
- Try and recruit someone else to step into the Career Mentoring role.
- Make sure your mentee knows why you need to stop (a new position, new responsibilities, relocation, or some other reason) and assure your mentee that the reason you need to stop has nothing to do with him/her.

### **Go Deeper**

- Consider having your mentee shadow you at work for a day.
- Arrange an Internship at your company for your mentee if possible when mentee is studying Higher Diploma course. Check in regularly around progress.

## CLAP-TECH Pathway Mentor Coordinator

### Contact Details:

Ms. Jamie Chai

Tel: 3411 5472

Email: [jamiechai@hkbu.edu.hk](mailto:jamiechai@hkbu.edu.hk)

#### *Note for Mentor:*

- 1. Physical contact or meeting student outside school/company context is prohibited*
- 2. Mentor need to get school teacher's consent for arranging meeting with students*

## **Industry Partner Fact Sheet: Career Mentoring**

A fact sheet that describes what's involved in a company providing Career Mentors

Career mentors serve as a resource for CLAP-TECH Pathway students by sharing insights and providing guidance about the workplace, careers and education through formal and informal meetings organized at the school, in the workplace or online.

**Grade Level:** Begins in the S4 and continues to graduation

**Mentor/Student Ratio:** Typically 1 to 4 or 5.

**Duration:** Minimum one-year commitment

**Frequency:** Initially bi-monthly (varies over time)

**Location:** Primarily at the school

**Costs:** Staff time

**Special Considerations:** Comply with school policies

Why is Career Mentoring important for students?

- Research shows that career mentors help students stay in school, stay focused and pursue their goals.
- A career mentor lets a young person know that someone cares, that they matter and can have a bright future.
- A career mentor can help a young person see the connection between what they learn in the classroom and the real world.
- A career mentor can help a mentee better communicate with and relate to adults.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business in the local economy.
- Introduces CLAP-TECH Pathway and its students to your employees and co-workers.
  - Helps your employees understand how to communicate with the next generation of workers.
  - Provides a way to introduce and engage multiple employees with your commitment to CLAP-TECH Pathway and connect your company with the community.

What do I need to do next?

- Contact CLAP-TECH Pathway Project Management Office.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

**CLAP-TECH Pathway Essential Attributes**

The ten attributes are a framework for talking about professional attributes within the CLAP-TECH Pathway model. These attributes will be highly valuable in distinguishing students' readiness for their journey ahead.

No.	Attribute	Definition	Actions associated
1.	<b>Analytical Thinking</b>	Analytical Thinking divides complex problems into smaller components that can be more readily studied, compared, and solved.	<ul style="list-style-type: none"> <li>• Tackle complex problems, using innovative approaches to solve them</li> <li>• Anticipate challenges and address them early</li> <li>• Pursue an in-depth understanding of a given issue or topic</li> <li>• Be reflective</li> </ul>
2.	<b>Collaboration</b>	Collaboration is the coming together of individuals with varying talents as a joint community to work towards accomplishing a shared goal.	<ul style="list-style-type: none"> <li>• Listen to opinions</li> <li>• Observe other's strengths and leverage them towards a common goal</li> </ul>
3.	<b>Communication</b>	Communication is the delivering of information from one place to another. It can be done in multiple formats.	<ul style="list-style-type: none"> <li>• Be professional in your written, verbal, and physical communication</li> <li>• Be clear and concise</li> </ul>
4.	<b>Curiosity</b>	Curiosity is seeking out new learning to become more informed and well-rounded individuals.	<ul style="list-style-type: none"> <li>• Seek out new knowledge</li> <li>• Stay informed about the larger world around you, and the forces shaping it</li> </ul>
5.	<b>Integrity</b>	Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.	<ul style="list-style-type: none"> <li>• Develop a code of conduct for how the team will work together</li> <li>• Learn how to describe and analyse positions on ethical issues</li> </ul>
6.	<b>Leadership</b>	Leadership is the act of guiding people while remaining accountable to team members, organizations, and the wider community.	<ul style="list-style-type: none"> <li>• Keep the best interest of the community in mind</li> <li>• Be proactive</li> <li>• Listen to constructive criticism</li> <li>• Empathy</li> </ul>
7.	<b>Motivation</b>	Motivation is what provides and drives an individual to accomplishments.	<ul style="list-style-type: none"> <li>• Commit to continuous improvement and learning</li> <li>• Be willing to take risks</li> </ul>

8.	<b>Resilience</b>	Resilience is the capacity to recover from difficult life events.	<ul style="list-style-type: none"> <li>• Research different resources when challenged by adversity</li> <li>• Track challenges faced, attempts made, and how challenges were overcome</li> </ul>
9.	<b>Responsibility</b>	Responsibility is a duty or obligation to satisfactorily perform or complete a task (assigned by someone, or created by one's own promise or circumstances) that one must fulfill.	<ul style="list-style-type: none"> <li>• Share your ideas with others</li> <li>• Be ethical, trustworthy and responsible in your relationships to your work and to others</li> <li>• Present views and arguments respectfully</li> </ul>
10.	<b>Self-management</b>	Self-management is the ability to regulate emotion and self-discipline to copewith daily tasks and stress.	<ul style="list-style-type: none"> <li>• Be organized and prioritize your tasks</li> <li>• Be timely</li> <li>• Be accountable</li> <li>• Be adaptable and flexible</li> </ul>