



Mechanical Integrity Practitioner Certificate

Mentor Role and Responsibilities Document

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1. MIPC Course

The EEMUA Mechanical Integrity Practitioner Certificate (MIPC) is a 27 weeks' long Blended Learning course.

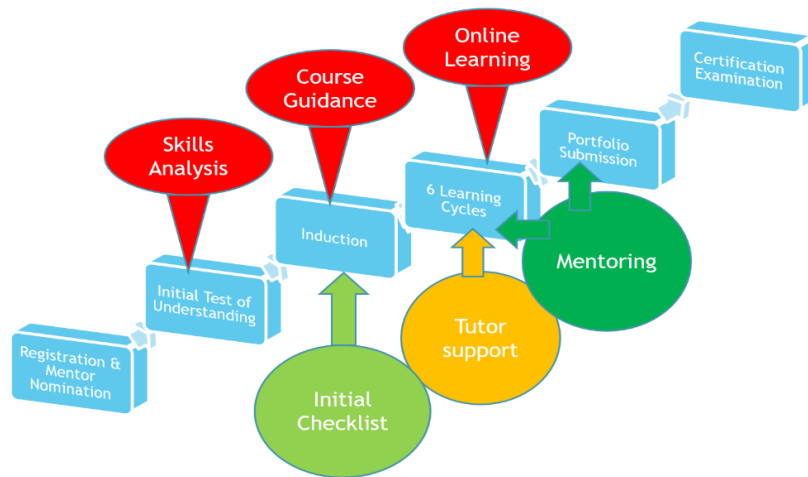


Figure 1: MIPC Course Structure

The course, which will be assessed and certificated, will put Learners through six Learning Cycles of the MIPC course. The candidates for the course will have appropriate academic or technical qualifications and relevant work experience prior to joining the course. For the details of entry requirements, refer to MIPC Admissions Criteria, EEMUA document number 9919.

All Learners will be required to take an Initial Knowledge Test and attend an online induction before the commencement of the course. After the Learners have completed the course, they are required to complete a Final Assessment and submit a Portfolio of work for assessment. On completion of the course, the Learners can earn a MIPC certificate and digital badge which can be displayed on their social media profiles.

2. Mentor Profile

The Mentor would be from a similar engineering discipline as the Learner, either from their own company or from a non-competing one. The Mentor would be a Mechanical Integrity specialist who would also have process or site-specific knowledge.

The Mentor can also be a retired professional, vetted and accepted by the EEMUA MIPC Scheme Committee (or equivalent) as a suitable Mentor.

Each MIPC Learner will need a Mentor, though the Mentor may be attached to more than one Learner from a similar engineering discipline.

A Learner can nominate different types of Mentor:

- 2.1 Company mentor or senior person at the same site [Most preferred].
- 2.2 Company mentor, but not at the same site.
- 2.3 Not in their company but in the same engineering discipline. Learner to nominate or EEMUA can help facilitate.
- 2.4 Has previously done similar role, retired from the same company or engineering discipline – EEMUA helps to nominate.

3. Role of the Mentor

The objective of MIPC is to help the Learner integrate technical competence with industry and sector perspectives and understand the 'why' of Mechanical Integrity practice. Such learning would require application of knowledge and reflection within the context of their own site and work.

The Mentor's role will be to facilitate the process through one-on-one discussions, focusing on industry or site-specific issues. The Mentor would help the Learner to 'make sense' of the learning in the context of their work.

4. Responsibilities of the Mentor

- 4.1. Advise the Learner in preparing their Portfolio of work for submission.
- 4.2. Authenticate, for the purpose of assessment, the Portfolio to be the Learner's own work.
- 4.3. Have at least two one-hour (or 4x30 minutes) meeting(s) with the Learner during the period of the course to discuss the Work Portfolio and Development Plan. The Learner would be required to draw up the minutes of these meetings and include it in their Portfolio.

4.4. The Mentor will be required to produce a report on Learner engagement and practicability of the site tasks, using formats provided and through conversations with EEMUA executive staff.

4.5. The Mentor will provide their recommendations to the EEMUA blended learning team for improvement of the course.

5. What preparation does the Mentor need?

The Mentors, once nominated and approved by the EEMUA MIPC Scheme Committee (or equivalent), will be required to undergo Mentor training for MIPC.

As a part of this training, the Mentors would be familiarised with:

- MIPC Mentoring guidelines
- Codes of Conduct
- MIPC Learning Framework
- MIPC Learning Materials
- MIPC Assessment Framework

All Mentors would need to be familiar with the Learner's work and expectations. The Learner would need to provide the Mentor's details to EEMUA (with the Mentor's permission). Additionally, the Learner will compile, in consultation with the Course Tutor, a checklist (Document number 9921) that would summarise various aspects of the Learners' industry and/or site.

The Mentor will also have access to the EEMUA Blended Learning Platform and the MIPC Course content and Discussion forums. Mentors will be supported by the EEMUA Course Administrator.

6. What is in it for the Mentors?

- Contribute to the development of the future of the engineering profession.
- Improve management, leadership and communication skills.
- Development of consulting and advisory skills.
- Expanded professional network.

- Industry recognition of skills, knowledge and commitment from the profession (EEMUA).
- Increase awareness of current practices in one's own or related industry sectors.
- Reflection on current projects and office practice.
- Potentially CPD points from the Mentor's Learned Society (requirements can vary).
- Stay in touch with EEMUA and industry developments.

7. What is the benefit for the Mentor's employer?

- Increased capabilities of the Mentor, particularly to guide new or transferred employees and graduate trainees.
- Improved management and technical skills.
- Discovery of latent talent.
- Re-motivation of senior staff (Mentors).
- Improved retention of skilled staff and development of career path.
- Part of in-company knowledge retention.
- Networking (especially applicable to recent retirees).

8. Guidance for good mentoring

Mentoring is a two-way experience and should be mutually beneficial. Effective mentoring does not have to take up huge amounts of time but can be weaved into one's work with a little planning.

A Mentor's skills and profile will include, but not be limited to, the following:

- Availability.
- Listening and interpersonal skills.
- Personal integrity.
- Knowledge of topic.

A Mentor should try to encourage the Learner to give feedback on any actions that they have taken as a result of the Mentor's guidance.

The following may help Mentors to be effective in their role:

- Mentors should try to set a regular time for meetings with the Learner and make sure they are prepared for them.
- It is not necessary that the meetings are conducted face-to-face. The EEMUA Blended Learning platform offers access to different ways of contact such as web conferencing.
- The Mentor may introduce the Learner to a colleague who may be able to help with a specific problem. Networking plays a key role in learning and development.
- The Mentor may make use of other resources. Books, computers and classes are all good learning tools, and the Learner may be able to research his/her options further.

9. Mentor's Time Commitment

The Mentor's time commitment over a 27-week period is estimated to be:

- 1 hour of preparatory work.
- 2 hours [or, 4 x 30 minutes] meetings with the Learner.
- 2 hours for review of Mini-Portfolio.
- 1 – 2 hours for reporting on validation of the course approach and suggestions for improvement.

Total ~6 -7 hours (~1 days' equivalent).