

## GUIDANCE NOTES FOR THE MENTOR SCHEME

### 1.0 What is the purpose of an AABC Mentorship?

The AABC Mentor Scheme has been developed to help and encourage those Part II graduates or architects who wish to become accredited but have not yet reached accreditation standards. It consists of a programme of learning and project experience guided by an AABC accredited architect. The purpose of AABC Accreditation and the skills required to achieve it are described in the AABC Guidance Notes for Applicants and Guide to Conservation Skills, available through the AABC website. Successful apprenticeships are predicated on the ability of the apprentice to obtain appropriate project experience, skills and understanding through employment and study so that these can in due course be demonstrated in a formal application for admission to the Register.

### 2.0 What standard must I have reached to be eligible for the mentor scheme?

You must be interested in and enthusiastic about the proper conservation and use of the historic built environment. You must have developed a basic knowledge of conservation philosophy and techniques through your own learning and through detailed involvement in at least one building conservation project.

### 3.0 How do I demonstrate my eligibility?

You should complete the AABC Mentor Scheme Application Form which sets out details of your qualifications, employment and CPD activity. This should include

- A personal statement not exceeding five A4 sheets describing your interest, understanding and activities in historic building conservation. Include examples of your background reading (e.g., published conservation guidance notes, conservation charters and technical books),
- Relevant employment history including working on a minimum of at least one building conservation project, specifying your formal role (e.g., assistant architect) and the conservation objectives of the project.
- Two examples of drawn construction details suitably annotated.

### 4.0 How does the mentor scheme work?

Once enrolled on the AABC Mentor Scheme you will be assigned an AABC accredited architect as your mentor (you can propose an AABC accredited architect known to you). You and your mentor will then draw up an apprenticeship activity programme setting down the project experience which you need to accumulate together with CPD study objectives to be achieved through individual action and/or by participation in established conservation courses. A template is available for download from the AABC website. This programme will take place over a period ranging from a minimum of one year to a

maximum of four years depending on your initial skills levels and your progress. Together you and your mentor can decide on the frequency and nature of communication between yourselves which may include e-mail correspondence, office visits, site visits and face-to-face discussions. Mentees are encouraged to attend the annual AABC conference as part of their training, for which CPD certification will be awarded and where there will be an opportunity for apprentices to meet directly with AABC representatives. You will be required to submit a short progress statement to the AABC Administrator annually supported by your mentor's comments. It should be stressed that being a mentee does not imply partial accreditation; mentees must not use the post-nominal AABC. In the final year of the scheme, you will be encouraged to compose an application for accreditation.

#### **5.0 How much will it cost and how long will the application process take?**

There is an annual fee of £25 to participate in the mentor scheme. Applications are accepted on a four-monthly cycle ending on 31 March, 31 July and 30 November respectively. The process of application assessment, assignment of mentor and notification of enrolment will normally take three months.