

PLQ Mentor Briefing Video Transcript

Narration

Welcome to the mentor briefing video for the HMC Pastoral Leadership Qualification, or PLQ as it is known.

The PLQ programme was developed in partnership with the UCL Institute of Education and first piloted in 2016.

This video is intended to provide mentors with the information they require to support their PLQ participants.

The HMC Pastoral Leadership Qualification is designed for middle-leaders in HMC member schools.

It aims to:

- Improve standards
- build expertise and capacity
- Encourage on-going professional development
- Establish best practice, and to
- Provide a qualification that is portable between schools

The programme is intended to be developmental rather than judgemental in nature.

The PLQ is a modular programme that operates at two levels, each taking a year to complete.

Participants take part in two training days each year, with half a day devoted to each of the 4 modules at each level.

Please encourage your mentees to attend these days in full and not leave early.

During the year, and supported by their mentors, participants are required to produce an electronic portfolio of work completed in-school, activities delivered via elearning, and reflections on these and other elements of the programme.

The training days and portfolio activities are designed to be complementary, and so some elements may feature in one but not the other.

Mentors are then asked to review these completed portfolios and add a brief supporting statement before they are finally submitted to HMCPD at the end of July.

Let's take a look at the portfolio structure, module themes and activities....

A Microsoft Word version of the portfolio template is available to participants via their login to the HMCPD Resources website. This must be completed electronically.

The portfolio documents contain thorough briefing information concerning coursework completion and submission requirements.

There are then some brief introductory exercises to complete, and a section to keep a record of their meetings with you as their mentor

Each module section contains an activity checklist, followed by sections to be completed for each activity.

This example shows the activity checklist for Module 1 in 2018-19.

A full list of current module themes and activities is available in the PLQ briefing document for schools. There is a link to this document on the webpage alongside this video.

If any of the activities are not appropriate for the context of your mentee, please contact HMCPD to discuss potential alternatives. Contact details are provided at the end of this video.

Following the four module sections there is a final 'summary activity' which should be between 1500 and 2000 words.

Word count requirements are typically not provided for other sections of the portfolio. This is because we expect that individual participants may have a greater number of observations or reflections in different areas.

Some participants may require reassurance about this, but you can help them to consider whether they may be able to extend their thinking or responses if you feel this is appropriate.

It is certainly the case that the longer portfolios are not necessarily the better ones.

Additional supporting evidence or material is not required unless the activity explicitly requests that it is provided.

Finally, there is a section for mentors to provide a brief supporting statement.

The effectiveness of mentoring support is often reflected in the quality of portfolios, and the development of participants during the year. It is a key element of the programme.

As a minimum we ask that mentors meet with participants twice per term, and that they review their portfolios before they are submitted. However, many participants benefit from more frequent meetings.

Participants will receive instructions on how to access the online materials following their first training day.

They will also receive a Word version of the portfolio document as an attachment to their Day 1 joining instructions, and are encouraged to make themselves familiar with the content of the portfolio before their Day 1 training.

If you wish to access the online materials yourself, participants may share their login details with you as their mentor, or you may request your own login directly from pd@hmc.org.uk if you prefer.

All portfolios which are submitted before the final deadline are reviewed in order to provide feedback on areas of strength and potential areas to consider for future development. The review process also ensures that certificates are only awarded to those who have completed the programme to a satisfactory level.

Certificates will be withheld where there are significant omissions, although there may be the opportunity to submit revised versions in any such cases.

Portfolios are reviewed during August by a team of experienced pastoral colleagues, with certificates and feedback circulated via email in September.

High-quality portfolios tend to share the following characteristics:

- They are well organised, following the structure of the portfolio document, and using the checklists to confirm completion of all tasks
- Analysis is succinct, relevant and not too descriptive – focusing on key learning rather than detailing tasks or activities
- They contain evidence of real engagement with and reflection on key readings, and
- Demonstrate clear and valuable engagement with mentors throughout the year

The review process is approached in a constructive manner and should not be a concern for any colleagues who have genuinely engaged with the programme.

If you or your mentee have any questions during the year regarding the programme or accessing the online materials, please contact me, Pete Larkin or Sharon O’Flynn on pd@hmc.org.uk