

Student Mentorship Policy & Procedures

CODE:	P086
OPERATIONAL OWNER:	Work Based Learning Department
REVIEW DATE:	July 2026
POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Created the policy	WBL	BOG	23 rd July 2026

External References

No external references

Definitions

N/A	N/A
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Abbreviations

WBL	Work based learning
VLE	Virtual Learning Environment

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A. Policy and Procedure

POLICY

PURPOSE AND SCOPE

This Circular sets out the duties, responsibilities, and procedural obligations of academic staff appointed as Student Mentors in connection with the Work-Based Learning ("WBL") programme. All designated mentors are required to comply with the provisions set out herein.

PROCEDURE

MENTOR ALLOCATION AND ASSIGNMENT Programs

Each appointed mentor shall be assigned students falling under the following two programs:

- Foundation Program
- Certificate Program

Fourteen-Week (14-Week) Summer Placement

Mentors assigned to this category are responsible for students enrolled on Foundation and Certificate programmes undertaking a fourteen (14) week summer placement.

This category applies exclusively to students undertaking their fourteen (14) week summer placement locally.

One mentor shall be assigned to each student that is performing the work placement locally.

Mentor's responsibilities:

- Conduct a 30 minute in-person introductory meeting with the employer and the student by no later than the end of July 2026, at which verbal feedback regarding the student's initial progress shall be obtained.
- Conduct a second online meeting of not more than 30 minutes in total with the employer and student ideally between the second and third week of September 2026, at which marks shall be assigned in accordance with the employer's feedback and the official appraisal documentation.

Kindly note that for students enrolled on the Foundation and Certificate Course programmes, the mentor responsible needs to:

- Review the list of Proposed Practical Competencies, as set out in the relevant Training Programme, with the employer to identify and confirm the duties and tasks to be covered during the placement period.
- Assign marks to the Training Programme in accordance with the employer's feedback.

CONDUCT OF MENTOR MEETINGS

Scope of Discussion

At each scheduled meeting, the mentor shall:

- Discuss the student's work practice with both the student and the employer;
- Verify that the student is being assigned duties consistent with their programme of studies, with reference to the applicable training programme where necessary; and
- Where a discrepancy is identified between the student's assigned duties and their programme of studies, engage with the employer to reach an agreement ensuring the student performs responsibilities appropriate to their course.

In the event of any such discrepancy, the mentor is required to notify the Academic Coordinator for the WBL Department and the WBL Department promptly.

Student Wellbeing

Where a student discloses a matter relating to their wellbeing during a meeting, the mentor shall direct the student to the Institution's Wellbeing Service at wellbeing@its.edu.mt and shall copy the WBL Department (workbasedlearning@its.edu.mt) on any such communication.

STUDENT WITHDRAWAL FROM PLACEMENT

A separate communication will be issued to mentors containing the list of students allocated to them.

Should a mentor, upon contacting an allocated student, be informed that the student has resigned from or otherwise does not intend to proceed with their work placement, the mentor shall notify the WBL Department and copy the Academic Coordinator accordingly.

VLE RESOURCES FOR THE PLACEMENT OF STUDENTS (summer period

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A hyperlink must be available designated for the summer placement of students for a period of 14 weeks contains the following documentation:

- Appraisal forms;
- Training programmes according to course of studies;
- Work agreements;
- Payslip student submission area.

Certificate and Foundation students will be uploading or have uploaded their work agreements appraisal forms on VLE.

An Enrolment Key must be provided to students by WBL.

Verification of Student Documentation and Authorisation of Mentor Payment

Upon completion of the mentoring process and prior to the submission of mentor remuneration for payment, the Work-Based Learning (WBL) Department shall review the mentor reports and grading documentation to ensure that all assessment requirements have been satisfied.

As part of this verification process, the WBL Department shall confirm that all students assigned to a particular mentor have uploaded the required placement documentation and appraisal reports on the VLE, as applicable to their programme of studies.

Once the WBL Department verifies that all students under the responsibility of the mentor have submitted the required documentation on the VLE and that the mentor's grading responsibilities have been completed, the WBL Department shall notify the Payroll Section to proceed with the mentor's payment.

Such notification shall include confirmation of the total number of students mentored by the respective mentor.

CONTACTS AND QUERIES

Queries regarding access to VLE should be directed to the (e-Learning Coordinator).

Queries regarding performance appraisal grading sheets of students should be directed to the (Academic Matters WBL coordinator).

Issues regarding employers to email workbasedlearning@its.edu.mt

Student wellbeing concerns should be directed to wellbeing@its.edu.mt with the WBL Department copied at workbasedlearning@its.edu.mt

Remuneration

Payment shall be processed only after all mentoring meetings have been conducted, all grading and assessment requirements have been completed by the mentor, and the Work-Based Learning Department has verified that all students assigned to the mentor have uploaded the required placement documentation and appraisal reports on the VLE. Following such verification, the WBL Department shall inform the Payroll Section to process payment based on the number of students assigned to the mentor.

B. Document Retention

Type / Description	Retention Period
Student's WBL mentor	Document retention is for a period of a year contract updates on mentoring programs can be updated in due course

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	New Policy	July 2026	

