

**CIPA**  
**Introductory**  
**Patent Administrators' Course**  
**Guide for Mentors and Mentees**  
**2018 – 2019**

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## **Introduction**

The purpose of this guide is to help mentors and mentees on the CIPA IPAC get the most out of their collaboration. Through this process, mentees will be able to receive support as they develop their subject knowledge in a way that enhances their professional development.

## **The role of the mentor**

The role of the mentor is to focus on the learning of the mentee.

A mentor has a guiding, supporting, and non-judgmental role. Having a mentor is a way to increase the performance, and fulfil the potential, of individuals.

The work of the mentor is to complement the learning gained through the CIPA IPAC. The mentor will support the mentee in developing the skills, knowledge and understanding necessary to pass the CIPA IPAC examination. They will also support the mentee in carrying out course requirements, for example when practising completing forms and calculating deadlines, and provide personal support for the mentee on all relevant learning matters.

## **The choice of mentor**

The mentor could be a patent attorney, a senior administrator, or any other person able to provide active support and guidance. It is helpful if the mentor is a senior administrator or if they have successfully completed the CIPA Patent Administrators' Course but this is not essential.

## **The staff who receive mentoring**

All IPAC students on the CIPA IPAC must receive mentoring.

## The work of the mentor

The following tasks will normally feature in mentor-mentee relationships.

1. To work with the student to support the development of their knowledge. This may include the:
  - location and use of resources
  - development and sharing of subject knowledge and information
  - development and sharing of 'best practice'
  - the provision of advice and guidance on planning and preparation for the examination
2. To initiate meetings and respond to requests for meetings with the mentee
3. To maintain appropriate records of meetings and discussions with the mentee

## **The key qualities of a mentor**

1. A commitment to the development of the subject knowledge of the mentee
2. An ability to model best practice
3. An ability to provide advice and guidance to the mentee on subject related issues in a sensitive and effective manner
4. An ability to communicate effectively with the mentee
5. An ability to maintain records of meetings and actions

## **The role of the mentee**

1. To make time available for discussions with the mentor regarding subject knowledge issues
2. To be responsive to the advice and guidance of the mentor
3. To be proactive in seeking out support and acting on the guidance provided by the mentor

## **The key qualities of the mentee**

1. A commitment to the development of his or her own knowledge and skills
2. A willingness to learn from others
3. A willingness to act on the advice and guidance provided by the mentor
4. An ability to communicate effectively
5. An ability to maintain records of contacts, actions and developments

## Mentor checklist of actions

### 1. At the start of the CIPA IPAC

- meet with the mentee as soon as possible
- discuss how you will manage your meetings
- make a schedule of meetings throughout the course and up to the date of the live examination
- go through this mentoring guide
- complete the mentoring contract, keep a copy, and send a copy to CIPA (instructions on the form on page 7)
- review all the [IPAC course information](#) provided on the CIPA website
- discuss the ground rules for meetings with the mentee

### 2. During the CIPA IPAC

- access, as instructed, the member's area of the CIPA website and download and use the Mentor Handbook.
- meet according to the schedule, rescheduling as necessary
- obtain information which the mentee requests
- discuss any aspects of the mentee's learning as required
- record the meetings and discussions that have taken place
- follow-up any concerns raised by the mentee regarding difficulties
- review the way mentoring is working out and discuss any changes which might be sensible

## Mentoring Contract

Please complete. The mentor and mentee should each retain a copy. A copy must be sent to CIPA at [pac@cipa.org.uk](mailto:pac@cipa.org.uk) or by post to the address shown on the front cover within 10 days of receipt.

**Organisation name:** \_\_\_\_\_

**Mentee name:** \_\_\_\_\_

As mentee I agree to:

- attend meetings with my mentor during the duration of the course and give notice if unable to make that meeting
- to negotiate action points covering professional development with my mentor and to implement the agreed action points
- to respect the confidentiality and boundaries of the professional relationship with my mentor

**Mentor Name:** \_\_\_\_\_

As a mentor I agree to:

- access and review the Mentor Handbook and the Student Materials in the members' area of the CIPA website before the course starts
- attend meetings with my mentee during the duration of the course and give notice if unable to make that meeting
- to document and monitor the action points agreed with my mentee
- to act as a guide to sources of help and resources
- to offer advice, support and help to my mentee
- to respect the confidentiality and boundaries of the professional relationship with my mentee

If either party feels that a review of the mentoring relationship is needed in order to improve its effectiveness they should initiate such a review in a mentoring session and an agreement of the way forward should be recorded.

Mentee signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

## **Meetings between mentor and mentee**

It is not possible to be prescriptive about the number and timing of meetings between mentor and mentee as this will depend on a mentee's level of experience in their role and level of knowledge of the subject matter covered in the course. It is expected, however, that meetings will take place on a regular basis.

It is expected that the *average* time spent meeting with the mentee specifically to work on mentoring issues will be around 15-20 minutes per week for the duration of the course and until the live examination. The date of the examination can be found [here](#).

Although informal discussions may also take place, it is essential that a more formal approach is also set up (see Mentor Checklist of actions).

## **Recording information from meetings**

It is also important to have a record of the meetings and any actions that are agreed. Please feel free to make use the record sheet provided.

## Meeting Record Form – CIPA IPAC 2018 – 2019

**Mentor name:**

**Mentee name:**

**Date of meeting:**

Discussion and agreed action points	Date for completion	Actions completed/achieved

A copy of this form should be held by the mentor, and a copy given to the mentee at the end of every meeting.