How to make the most of becoming a Chartered Chemist

How to succeed as a CChem mentor
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As a CChem mentor, you are a valuable part of the CChem process. Here are some ideas to help you get the most from your mentorship.

Your role as a CChem mentor

- Meet regularly with your mentee
- Encourage self-reflection through discussion
- Maintain confidentiality
- Treat your mentee respectfully and supportively
- Help your mentee identify suitable opportunities
- Provide supportive comments
- Make the first peer recommendation for CChem

Help and resources

- Guidance for mentees
- Role and responsibilities of a mentor
- Members’ area

For consultations, as well as email or phone support from our staff, please get in touch.
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Remember to review your mentee’s choice for suitable examples (i.e. the scenario) they wish to use against the attributes regularly and earlier on in their journey.

- Submit 12 month report (progress summary) if mentee is on the 2 year Professional Development Pathway
- Agree plan for CChem. Submit 6 month report (plan) if mentee is on the 2 year Professional Development Pathway
- Gather and review evidence and examples. Mentor challenges mentee focusing on examples not statements. Mentee seizes development opportunities.
- Finalising
  - Mentee finalises evidence, prepares for review.
  - Final review and approval by mentor before submission.
  - Submit final report to the RSC if mentee is on either the Direct or the 2 year Professional Development Pathway.
  - Or submit documentation to accredited employer Scheme Coordinator if on an accredited scheme.
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**Your first meeting**

Arrange it together. Face to face or over video call is best.

**Before the meeting**, reflect on what CChem means to you and remind yourself of the CChem attributes.

In the meeting:
- agree how often you will meet
- arrange when you will meet
- discuss how your mentee will use the meetings
- firm up your mentee’s goals
- write down these goals
- plan your next meeting
- agree what your mentee will achieve for the next meeting (for example, a plan of action)

**Coaching questions**

Use non-directive, open-style questions. Ask your mentee:
- What did you do? What was the goal?
- What were your options? Why did you choose to do it that way?
- What was behind your motivations?
- How did you achieve your goals?
- What did you learn from this outcome?
- Are there other examples? Are they similar or different? How?
- How does this fit against this attribute?
- Who did your actions impact and why?

**TOP TIP!**

Asking your mentee how they pass information on to others, or how they update others, is a good way of identifying sources of primary evidence for their portfolio.
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