

**STEP**Scotland's Tertiary
Enhancement ProgrammeFor Placement
Mentors

Guidance:

Mentor Pre-Placement Information Form

Purpose

The Mentor Pre-Placement Information Form lets you share some basic information about yourself and your workplace with your student. This helps your student get to know you before you meet and helps them to answer some basic questions about work expectations. This in turn helps to make students feel more comfortable as they begin their new placement. Additionally, once you have completed this form, it gives you a document you can easily share each time you have a student. Remember, your answers will be shared with your student. Only share information with which you are comfortable. You can write as much or as little as you want, and we would advise that it is helpful to answer all questions on the form.

Student version

Your student will also fill out a similar form. You can read this to get to know them before the placement starts. As the placement progresses, you may both want to review the form again. This can help, as their answers may need updating as the student feels more comfortable sharing information and the support they might need to do well in your workplace.

Scotland's Tertiary
Quality Enhancement
Framework