



CIOB

The Chartered
Institute of Building

Mentoring service FAQs

Pathways – which one do I need to be on to access mentoring?

For the Professional Review mentoring programme, you will need to be an Applicant, Associate or Incorporated member or on the Qualified & Experienced Practitioner, Experienced Practitioner or Educator Pathway. For the Fellowship programme, you need to be a Chartered Member or on the Direct to Fellow Pathway. For the Self-Development programme, you need to be on the Self-Development Pathway or Structured Pathway – Knowledge Development. For the Chartered Environmentalist programme, you need to be a Chartered Member or Fellow of the CIOB.

Mentoring programmes – which one should I choose?

The Professional Review mentoring programme supports mentees with completing their Professional Review application; mentors must be Chartered Members or Fellows. The Fellowship programme supports mentees with their Fellowship application; mentors must be Chartered Fellows who have gone through the current process. The Self-Development programme supports mentees on our Self-Development Pathway in understanding the competencies needed for the Professional Review; mentors must be MCIQB, RetMCIQB, FCIOB or RetFCIOB. The Chartered Environmentalist programme supports mentees with their CEnv application; mentors must be CEnv.

Cost – is it free?

The CIOB mentoring service is a benefit of membership and is free for CIOB members on a suitable pathway. There are no fees.

Registration – how do I sign up as a mentor/mentee?

Please complete the enquiry form on our website: www.ciob.org/membership/mentoring. The CIOB mentoring team will then contact you with further information. You will need to sign a mentoring agreement form before being given access to our mentoring platform PushFar.

What is PushFar?

The CIOB licences PushFar to deliver the CIOB mentoring service. It is a professional mentoring software platform. Through the platform, CIOB mentors and mentees globally can connect with each other, sending messages and setting up virtual meetings.

Can I use the CIOB mentoring service for career advice or progression?

The CIOB mentoring service offers four specific mentoring programmes to assist members in becoming Chartered Members, Fellows or Chartered Environmentalists. We would suggest attending our events to have the opportunity to meet other members and have informal career discussions. You can also connect with other members using the CIOB Connect mobile app.

Can I get a mentor before I become a CIOB member?

No, you need to be a CIOB member with a membership number to gain access to the CIOB mentoring service. The only exception is if you are on the Direct to Fellow Pathway and are in touch with our Fellowship team.

At what stage of membership should I request mentoring?

We recommend signing up for the mentoring service when you are at the beginning of your application for your chosen programme. Members who have been matched with a mentor early on in the process have found they have had more motivation to progress through the application.

How soon will I get a mentor?

Once your profile has been approved, you can decide on your preferred mentor and send a mentoring request through the platform. The mentor will receive an email notification with an invite that expires after seven days. You can contact more than one potential mentor through the system. If you would like support with finding a mentor, the CIOB mentoring team (mentoringCIOB@ciob.org.uk) can assist and will aim to make a match within seven days.

Will I get a mentor in the same region as me?

We have mentors from all around the world. When you register on the mentoring platform, the system will recommend mentors to you based on job title, profile description and location, but you can request mentoring from any mentor. We would recommend choosing a mentor in a similar time zone to make it easier to schedule virtual meetings with each other.

Do I need to have a specific number of sessions with my mentor?

During the initial session with your mentor, you can agree how many sessions are needed. For the Professional Review, Fellowship and Chartered Environmentalist programmes we generally recommend three months of mentoring with up to six sessions. On PushFar, mentoring relationships are automatically set to end after six months, but this can be extended or ended earlier. We recommend mentees meet with their mentor monthly (for 30-60 minutes) to ensure regular progress is made with their application. For the Self-Development programme, we recommend quarterly meetings.

Recognition – do I get recognition as a CIOB mentor?

CIOB mentors will receive a social media banner that can be used on LinkedIn and email signatures. You can also get in touch with the CIOB mentoring team if you would be interested in being interviewed for Construction Management magazine or our social media channels.

Can I be a mentee as well as a mentor?

You can be both a mentee and a mentor provided you meet the eligibility requirements. For example, you may be a Chartered Member who is a mentor for the Professional Review programme, helping other members to become Chartered, but also a mentee in the Fellowship programme, receiving mentoring to assist you in becoming a Fellow. We hope that mentees who have successfully upgraded will consider becoming mentors to assist others on their membership journey.

Does mentoring count towards CPD?

Yes, mentoring counts towards CPD. CPD activities may be formal or informal. Informal CPD is defined as unstructured learning which includes mentoring either as a mentee or mentor. Our CPD policy requires members to undertake a minimum of 10 CPD points each year under the theme of ethical practice. Work-based learning, which includes mentoring and coaching, is worth 2 points per instance provided you reflect on the ethical aspects of your learning from the activity.



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Is there someone I can contact if I have further questions?

If you require further information, please complete the enquiry form on our website: www.ciob.org/membership/mentoring. You can also contact the CIOB mentoring team by emailing mentoringCIOB@ciob.org.uk.

To find out more simply get in touch with your local CIOB Team

Website: [CIOB Mentoring Service](http://www.ciob.org/membership/mentoring) | CIOB Email: mentoringCIOB@ciob.org.uk