

Purpose, objectives and principles for the Business Case Approach Community of Practice mentoring framework

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Purpose:

The purpose of mentoring within the Business Case Approach (BCA) Community of Practice (CoP) is to tap into the existing knowledge, skills and experience of senior or high-performing practitioners, and enable the transfer of these to less experienced practitioners.

Objectives:

The BCA CoP mentoring framework is designed to:

- Promote the principles of continuing professional development for business case practitioners.
- Integrate with the wider continuing professional development framework.
- To encourage and support the development of a learning culture within the community of practice.
- To support practitioners in their day-to-day roles, in a relatively new and still-evolving field of practice.
- To help bridge gaps between training, guidance and the real-world application of business case approach principles.
- To enhance the contribution of public service in the transport sector by developing professional competence and understanding.
- To provide access to an enabling relationship based on individuals' learning and development needs.
- To promote the practice of reflection and support the development of reflective practice skills.

Scope:

This mentoring framework is designed for use by any community of practice members, regardless of the organisation they work for.

Principles:

- Participation in a mentoring programme should be voluntary for both mentors and mentees, although all CoP members are encouraged to participate.
- The mentor should allow the mentee to drive the relationship and encourage them to take increasing responsibility for their own self-reflection and development. There should be no coercion or mentor agenda.
- A mentor should help the mentee identify goals and challenges and set priorities for relevant personal growth.

- Wherever possible, the CoP will aim to match mentor's skills, experience and knowledge to the needs of the mentee.
- Mentees are not obliged to accept any potential mentor suggested by the CoP.
- The mentor should be outside the mentees direct line of management/ supervision wherever possible.
- Mentors and mentees will respect each other's time and other responsibilities, ensuring that both sides have reasonable expectations.
- Mentors should never work beyond the bounds of their capability, experience and expertise. If they don't feel confident about supporting the mentee, mentors should seek advice or refer their mentees to another point of contact or a support agency.
- The confidentiality of the mentee should be respected at all times. The mentor will not disclose any part of the relationship to another person without the mentee's agreement.
- Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that arise during a mentoring relationship. They should do this at the earliest opportunity.