

Mentoring Handbook

Forensic Anthropology



Royal Anthropological Institute of Great Britain and Ireland

1 Mentoring

1.1 Within the certification process of the RAI, there is a requirement that all FAIIIs and FAIs will have a named mentor.

FAIs will be mentored by a Chartered FA (FAI)

FAIIIs can be mentored by a Chartered FA (FAI) or a FAI.

2 Definition

2.1 Mentoring occurs between a more experienced individual who shares their professional and personal knowledge, expertise, and advice with a less experienced individual, known as a mentee.

3 Types of mentoring

3.1 Most mentoring occurs on a one-to-one situation at agreed times and places, and this will be the case for many of the mentoring relationships in the RAI. It is recognised however, that due to the geographical spread of Chartered FAs and those at FAI and FAII level, it may be that the mentoring is undertaken between mentor and mentee who are in different locations as Distance mentoring, and meetings will be virtual.

4 Purpose of this handbook

4.1 This handbook will cover the expectations of the mentor and mentee throughout the mentoring process.

The guide sets out the expectations for each level of practitioners including suggestions for expected attainment and provides a recording sheet.

5 General Mentoring Guidelines

5.1 The mentor will have agreed to the mentoring role for the mentee for the FAIII or FAII to fulfil their requirements of certification. The mentee should inform the RAI of who their mentor is when they gain certification.

5.2 It is recognised that for various reasons it may be necessary for a mentor to change. It is the responsibility of the mentee to ensure that they contact and gain agreement for undertaking the role with their new mentor. They should also take responsibility for informing the RAI about the change in mentorship.

5.3 There should be regular informal communication between the mentor and mentee each year with a minimum of two in person (or online in person) meetings each year.

5.4 The mentor should provide the mentee with any significant updates in the field of forensic anthropology and related scientific disciplines. They should also make them aware of any significant new areas of research in forensic anthropology. The mentee should not rely entirely on the mentor for these updates. They should ensure that they are proactive in researching change and development within the profession and that they actively engage with their mentor to learn more about any new developments.

5.5 The mentor should work with the mentee to identify what skills the mentee should gain and assist them in gaining experience that either: allows them to recertify or to move to the next certification level, whichever is appropriate.

6 FA-III: Mentor-mentee activities

6.1 The mentee should undertake the equivalent of a minimum of five cases per year where they determine the species of modern remains. The cases should be supervised and peer reviewed by their mentor.

6.2 The mentee should undertake a minimum of two cases per year where they examine skeletal remains in the laboratory. These need not necessarily be complete skeletons and they may be ancient or modern in date. The cases should, however, require the mentee to produce a biological profile of the deceased and a results report. The reports should include a detailed methodology section and photographs as well as written results and they should be peer reviewed by the mentor. The mentor should assist the mentee in gaining access to a skeletal collection if required. The mentee should also be pro-active in seeking opportunities to undertake this work, for e.g. contacting institutions such as museums and universities.

6.3 The mentee should complete one theoretical case per year provided by the mentor. The focus of this case should be identification of the deceased using anthropological techniques. The mentor should include background details to the case and a limited amount of data relating to the deceased (this might include anonymised images). The mentee would be expected to formulate a strategy detailing the methods they would use and provide the results in the form of a report or witness statement.

6.4 The mentee should maintain a portfolio of casework, CPD etc. as outlined in the RAI guidelines

6.5 Mentor and Mentee should meet regularly (as specified in 5.3) for which records should be kept, topics covered in the meetings include:

- Mentor feedback on progress of mentee and how the mentor-mentee relationship is working
- Mentee thoughts and feelings on their progress, feedback on how they feel the mentorship is working
- Review of portfolio
- Review of theoretical case report
- Discussion and setting of goals for the following 12 months
- Completion of a mentorship log (*see attached*)
- Sign off / update of competency matrix (*competency matrix could equate to curriculum mapping – for discussion*)

6.6 The mentee should maintain a professional portfolio which includes, but is not limited to:

- a current CV
- copies of educational certificates
- a record of casework and theoretical cases undertaken
- evidence of CPD
- evidence of publications, research and teaching activities
- names and details of two current referees

7 FA-II: Mentor-mentee activities

7.1 The mentee should undertake the equivalent of a minimum of one case per year over a 5 year period where they take the lead in a post-mortem examination relating to identification of the deceased or a recovery of the deceased that involves anthropological techniques. The work of the mentee should be supervised and peer reviewed by the mentor or depending on the type of case and level of experience of the mentee, the work should be peer reviewed by the mentor but not necessarily supervised.

7.2 The mentee should maintain a portfolio of casework, CPD etc. as outlined in the RAI guidelines. This should include, but is not limited to:

- a current CV
- copies of educational certificates
- a record of casework and theoretical cases undertaken
- evidence of CPD
- evidence of publications, research and teaching activities
- names and details of two current referees

7.3 The mentee should complete one theoretical case per year provided by the mentor. The mentor should include background details to the case, the request made by the customer and a limited amount of data relating to the deceased (this might include anonymised images). The mentee would be expected to respond appropriately to the customer, formulate a strategy detailing the methods they would use and provide the results in the form of a witness statement. They would also be expected to produce a mock case file containing all documents for disclosure.

7.4 Mentor and Mentee should meet regularly (as specified in 5.3) for which records should be kept, topics covered in the meetings include:

- Mentor feedback on progress of mentee and how the mentor-mentee relationship is working
- Mentee thoughts and feelings on their progress, feedback on how they feel the mentorship is working
- Review of portfolio
- Review of casefile produced by mentee in relation to theoretical case
- Discussion and setting of goals for the following 12 months
- Completion of mentorship log (*see attached*)
- Sign off / update of competency matrix (*competency matrix could equate to curriculum mapping – for discussion*)

8 Mentorship Log

Mentee			Certification Level:		Mentor	
Date	Case No.	Work Assigned	Comments (mentor)			Signature
Mentor signature and date:		(to be signed on completion of log)		Mentee signature and date:		

9 Competency Log

Mentee	Competency	Certification Level:	Comments (mentor)	Mentor	Signature
Date					
Mentor signature and date:			Mentee signature and date:		