

Kennet Bee Keepers Association Mentor Programme Guidelines

Definitions

A mentor advises and guides

A mentee listens and acts

Objectives

- To provide a support programme for new and inexperienced bee keepers to encourage responsible bee keeping. This may include bee keepers in their first two years of bee keeping or those yet to acquire bees
- To provide clear and unequivocal guidelines on what is expected of both mentors and mentees.

Mentee guidelines

1. The prospective mentee must be fully paid up member of Kennet Bee Keepers Association (KBKA). This means a full member if the prospective mentee already has bees or an associate member if not yet in possession of bees. An associate member must change their membership to full membership status upon acquiring bees
2. The mentee should have attended an introductory course on bee keeping, although not necessarily one run by the KBKA. Evidence of attendance must be supplied upon request
3. Mentees must supply their own basic equipment, to include but not limited to a bee suit, hive tool and smoker. The equipment must be clean and functional
4. Prospective mentees must apply to the KBKA Secretary to be assigned a mentor. The KBKA will aim to allocate a mentor but this cannot be guaranteed
5. If the mentee has bees, he/she must not expect the mentor to carry out routine bee keeping activities for the mentee
6. The duration of a mentoring arrangement should normally only last for one full bee keeping year but may be renewed for a second year if both parties agree
7. During that period, the mentee may expect to receive 3 or 4 visits per annum to the mentees apiary or visits to the mentor's apiary if the mentee does not yet have bees. The dates and times of these visits should be by mutual agreement. Once agreed, the mentee should avoid late cancellation or postponement of agreed visits. However, the mentee can, by agreement with the mentor, receive or make more than 3 or 4 visits. If the mentee persistently cancels or postpones meetings, he/she may be removed from the programme
8. The mentee can seek the advice of the mentor by email or telephone. The preferred means of communication should be agreed with the mentor. However, this must not be excessive and the mentee should attempt to conduct their own research before contacting their mentor. This can include, but is not limited to, using textbooks and recognised websites, e.g. the KBKA website (www.kennet-beekeepers.co.uk) and the BBKA website (www.bbka.org.uk)
9. The mentee must not make excessive requests via email and telephone and must not expect immediate responses, especially to emails. Any telephone call, unless in an absolute

- emergency, should be made at reasonable times, e.g. not during the mentor's working day, not before 9am in the morning and after 9pm in the evening, unless otherwise agreed
10. Ensure that when the mentor visits your apiary, there is easy access and all equipment is readily to hand
 11. The mentee is expected to cover reasonable expenses of the mentor, these include petrol/diesel costs. For further information, please see the KBKA Expenses and Reimbursement Policy
 12. If the mentee experiences problems in working with the mentor, the mentee may request to be allocated a different mentor. If in the opinion of the KBKA Committee, the mentor has provide reasonable guidance to the mentee and acted in a responsible manner, a new mentor may not be assigned
 13. Your mentor may conclude that you require more support than can be provided via the mentoring programme. In this situation, it may be recommended that you reduce the number of colonies or that he/she, or someone else, provides more intensive support as a bee buddy for a limited period. The support provided and the expectations of you will be agreed on a case by case basis and agreed by the KBKA Committee. Remuneration in this situation may go beyond payment of travel expenses
 14. If a mentee already has someone acting as a mentor, whether a KBKA member or not, then a KBKA mentor will not be provided

Mentor guidelines

1. A mentor should normally have a minimum of three years experience of bee keeping and have passed at least the BBKA Basic Assessment
2. Mentors are expected to provide guidance and advice to their mentee. They are not expected to perform routine bee keeping tasks that a new bee keeper should be able to complete following completion of an introductory bee keeping course
3. Mentors must not charge for their services although they can request their travel expenses to be paid. See KBKA Expenses and Reimbursement Policy
4. Mentors should visit their mentees apiary 3 or 4 times during the bee keeping year. If the mentee does not yet have bees, the mentee should visit the mentor's apiary 3 or 4 times during the bee keeping year. The dates and times of these visits should be by mutual agreement. Once agreed, the mentor should avoid late cancellation or postponement of agreed visits. If the mentor persistently cancels or postpones meetings, he/she may be removed from the programme and the mentee assigned a new mentor. However, the mentor can, by agreement with the mentee, make more or receive more than 3 or 4 visits
5. The mentor should respond to emails and telephone calls in a timely manner. The mentor should agree days and times when telephone calls may be received
6. A mentor should only be expected to support and guide a mentee for a single bee keeping year although this can be extended to two years if both parties agree
7. If the mentor experiences problems with their mentee, they should immediately refer to the KBKA Committee
8. The mentor may conclude that the mentee requires more support than can be provided via the mentoring programme. In this situation, the mentor may recommend that the mentee reduces the number of colonies or that the mentor, or someone else, provides more intensive support as a bee buddy for a limited period. The support provided and the

expectations of the bee buddy will be agreed on a case by case basis and agreed by the KBKA Committee. Remuneration in this situation may go beyond payment of travel expenses



Mentee Application

Name		
Address (include post code)		
Phone number		
Mobile number		
Email address		
Have you attend an introduction to bee keeping course?	Y /N	
If yes, where and when?		
Do you currently have bees?	Y /N	
If yes, how many hives?		
And how long have you had them?		
Are they at the address above	Y /N	
If no, where are they (include post code)?		
Signature		
Date		

Return this form to:

[to be added]

Note: KBKA accepts no liability for advice and guidance provided by an assigned mentor not is it liable for any consequential losses.