



Mentoring Australia's Apprentices Project

## Mentoring Australia's Apprentices Project [MAAP] Participant Agreement

This agreement is to ensure both the mentor and mentee (Australian Apprentice/Trainee) have a clear and concise understanding of how the mentoring partnership will progress and produce successful results.

A clear understanding from both volunteer participants about the partnership will help ensure the desired outcomes are achieved.

### Commitment

- Both participants agree to meet (according to the program design) on average for 1 hour per week for a minimum of 20 weeks.
- Ensure a safe and supportive environment for each meeting.
- Notify the Project Coordinator immediately if I have any concerns about the mentoring relationship.
- Trust and respect are paramount to the mentoring relationship. Both parties must ensure that any personal information I become privy to through my involvement in the program will be kept private and confidential (except in the event whereby you are required to report matters under a duty of care).
- Demonstrate a commitment to the mentoring partnership and to MAAP by being punctual, reliable and consistent.
- Ensure the Australian Apprentice's best interests are at the forefront of participant involvement at all times.
- Seek advice from the Project Coordinator immediately if I am ever in doubt of my role in MAAP.
- Disclose any concerns relating to the mentoring relationship or MAAP as soon as they arise.
- Regularly report on my match progress as required for the purposes of project evaluation.
- Abide by VETnetwork Australia's Code of Conduct at all times while participating in MAAP.

### Responsibilities

#### The Mentor agrees to:

- Aim to motivate and build the confidence of the Australian Apprentice/Trainee to reach their full potential in their apprenticeship.
- Keeping all commitments regarding communication including scheduled mentoring sessions, contacts & meetings.
- Being respectful in all communications with your Australian Apprentice/Trainee.
- Maintaining a professional and ethical mentoring relationship at all times.
- Encourage and empower the mentee to reach their goals and achieve the desired outcomes of their participation in MAAP.
- Empower the Australian Apprentice with the knowledge and capacity to identify and resolve issues autonomously when they arise.
- Be a positive role model and facilitate the development of the Australian Apprentice's skills and capabilities to handle issues impacting on work effectively.

#### The Mentee (Australian Apprentice/Trainee) agrees to:

- Keeping all commitments regarding communication including scheduled mentoring sessions, contacts & meetings.
- Act respectfully, honestly, and with integrity at all times.
- Be clear about the purpose of each mentoring session, what the desired outcomes are, and share these with the mentor.
- Actively participate and engage in relevant conversations, maintain a focus, and be prepared for mentor sessions.
- Be open and willing to explore ideas discussed with the mentor that support your goals.
- Maintain a sense of open-mindedness and possibility in respect to the value of advice, suggestions and ideas proposed by your Mentor.



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## Confidentiality

Respect and trust within the mentoring partnership is paramount. Participants agree to keep all details pertaining to the mentoring relationship, including the personal information of the other party, confidential – with the exception of the general reporting requirements of MAAP or in the event whereby you are required to report matters under a duty of care.

## Termination of the Mentoring Partnership.

In the event that either the mentor or Australian Apprentice/Trainee deems it necessary to terminate the mentoring relationship they should contact their designated MAAP Project Coordinator immediately. If the Project Coordinator is unable to resolve the issue/s the mentor partnership will be dissolved in a respectful manner. Mentors and mentees may be re-matched where possible, however this will be done at the discretion of program staff.

*I have read and understand the information outlined above. I have a clear understanding of what is expected of me in order to achieve good outcomes within the Mentoring Australia's Apprentices Project:*

### Mentor:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mentee:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_