

# Stepping Up

## Mentoring Program

### WA Branch

#### WHAT IS MENTORING?

This program has been established to match industry professionals with students, recent graduates, or people working in the industry to provide career guidance and support and to facilitate a transition into the records management industry. *It is not a program to provide employment opportunities to graduates or students.*

#### TARGET GROUP

This program is available to all current information management students, recent graduates and industry professionals.

#### MATCHING MENTORS AND MENTOREES

The information provided in the accompanying nomination form will form the basis of a match with a mentor/mentoree with similar skills, need and interests.

#### EXPECTATIONS AND RESPONSIBILITIES

<b>The Mentoree:</b>	<b>The Mentor:</b>
<ul style="list-style-type: none"><li>■ Maintain confidentiality, mutual respect and trust</li><li>■ Establish expectations from your relationship with your mentors</li><li>■ Not to expect your mentor to find employment for you</li><li>■ Accept advice from your mentor</li><li>■ Be available for networking</li><li>■ Define your goals and expectations of the program with your mentor</li><li>■ Continue with your Professional Development external to this program</li></ul>	<ul style="list-style-type: none"><li>■ Maintain confidentiality, mutual respect and trust</li><li>■ Encourage professional development</li><li>■ Provide realistic parameters and limitations for the relationship with mentorees</li><li>■ Promote professional recognition</li><li>■ Facilitate networking opportunities where appropriate</li><li>■ Aid mentorees to define program goals and expectations</li></ul>

#### PROGRAM SCHEDULE

The program has two intakes per year, beginning approximately halfway through the first and second University semesters. Each program will run for 12 months.

#### HOW TO APPLY

Complete the accompanying form and submit to: [wendy.morris@rimpa.com.au](mailto:wendy.morris@rimpa.com.au)

You will be notified of your mentor/mentoree via email. A formal welcome function will be held to provide an opportunity to meet and network with your mentor/mentoree.



## Nomination Form - Mentor / Mentoree (circle as appropriate)

*Individual Information (to be completed by all)*

Name: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

What is your preferred method of communication with your mentor/mentoree? (Tick preference)

Telephone  Face to face   
Email  No preference

Current Status: Student  Recent Graduate  Industry Professional   
(Tick appropriate status)

Name of TAFE/Uni \_\_\_\_\_

Course of Study \_\_\_\_\_

Current workplace \_\_\_\_\_

Position \_\_\_\_\_

*To be completed by Mentorees*

List 3 key skills that you would like to develop in this program:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*To be completed by Mentors*

List 3 skills or areas of interest that you are willing to impart to mentorees:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_