

## Mentoring Policy

07 September 2016

### Preamble

Under the Association of Consultant in Access Australia (ACAA) Articles of Association the object to “Develop other membership services that will facilitate informed skilled and responsible access practice by members” gives ACAA the power to establish a Mentoring Program to further realise the mission of the Association.

### Mentoring Program

The Mentoring Program is defined by the Guidelines for Mentoring of and by ACAA members.

A member (usually an Associate member planning to upgrade to an Accredited member) may wish to seek a mentor and can contact ACAA requesting, if a mentor can be nominated.

ACAA can appoint by mutual agreement or accept an application and appoint, a Mentor/Senior Counsellor, defined as a current financial accredited, retired and/or semi-retired accredited, or life member to offer professional advice to member(s)

as defined under the Roles and Responsibilities below.

A member may wish to establish a mentoring arrangement directly with a mentor.

### Term of Mentoring

The term of mentoring is determined by agreement between the Mentor/Senior Counsellor and the Protégé/Mentee.

### Mentor/Senior Counsellor Roles & Responsibilities

The Mentor/Senior Counsellor offers their services to member(s) pro-bono. This does not preclude a financial fee for service arrangement but ACAA takes no responsibility for any such arrangement, nor debts incurred between any parties.

The role of the Mentor/Senior Counsellor is to offer the protégé/mentee practical skills, knowledge and experience in the practice of an Access Consultant. This may include face-face discussions/meetings, teleconferencing, telephone, setting of written or verbal assignments, research, or any other method deemed necessary to impart or demonstrate a level of skill, knowledge and experience has been attained by the Mentee.

The Mentor/Senior Counsellor is expected to fulfil the mentoring arrangement with the Protégé/Mentee by mutual agreement on frequency of meetings, dates, times, venues. Should any changes to this agreement be required adequate notice must be given to the mentee; no less than 24 hours before any proposed meeting.

The Mentor/Senior Counsellor at their discretion may recommend to the Protégé/Mentee, in their opinion their suitability to consider applying for an upgrade to an Accredited Member. In so doing, the Senior Counsellor should agree to be the proposer of the application and be willing to provide evidence to the Membership Committee of the applicant's suitability to become an accredited member.

## **Protégé/Mentee Roles & Responsibilities**

The Protégé/Mentee agrees to the services offered by the Mentor/Senior Counsellor offered either pro-bono but does not preclude a financial fee for service arrangement but ACAA takes no responsibility for any such arrangement, nor debts incurred between any parties.

The role of the Protégé/Mentee is to take all reasonable instructions from the Mentor/Senior Counsellor to gain practical skills, knowledge and experience in the practice of an Access Consultant. This may include attending face-face discussions/meetings, teleconferencing, telephone, completing any written or verbal assignments, research, or any other methods deemed necessary to demonstrate a level of skill, knowledge and experience has been attained by the Mentee.

The Protégé/Mentee is expected to fulfil the mentoring arrangement with the Mentor/Senior Counsellor by mutual agreement on frequency of meetings, dates, times, venues. Should any changes to this agreement be required adequate notice must be given to the mentee; no less than 24 hours before any proposed meeting.

The Protégé/Mentee should keep a detailed Activity Diary recording meeting dates, duration and content covered and signed-off by the Mentor/Senior Counsellor.

The Protégé/Mentee at the discretion from the Mentor/Senior Counsellor may consider applying for an upgrade to an Accredited Member. In so doing, the Protégé/Mentee shall seek approval from the Mentor/Senior Counsellor to propose the application and agree to provide evidence to the Membership Committee to support the accredited member application.

## **Mentor/Senior Counsellor and Protégé/Mentee**

Both parties agree to abide by the Guidelines for the Informal Mentoring of and by ACAA members and conduct themselves in a professional manner according to the ACAA Code of Ethics, Rules of Conduct and any other guidelines, rules, policies and procedures pertinent.

Branding only updated on 6.5.2020