



## GUIDELINES FOR AILA MENTORING PROGRAM

Participants who wish to take part in the AILA Mentoring Program (**Program**) must agree to comply with these guidelines in order to be accepted into the Program. Any references in these guidelines to "AILA" are references to the AILA Victorian branch.

1. Once mentoring applications have been received, AILA will match up mentors and mentees and send them an invitation to attend an information session. Mentors and mentees are expected to attend the information session.
2. Participation in the Program is voluntary. However, in order to participate in the Program, mentors and mentees must be current members of AILA at the time of completing the mentoring application form.
3. Once AILA has matched up mentors and mentees, it will send the mentor's nominated contact details to the mentee and the mentee's nominated contact details to the mentor. By completing an application form, you consent to AILA disclosing your nominated contact details to the mentor/mentee you are matched up with.
4. AILA will use all reasonable endeavours to match up mentees with suitable mentors. However, AILA has no control over the number of applications it will receive from potential mentors and potential mentees. AILA cannot guarantee that all people who wish to be a mentee will be matched up with a mentor and vice versa.
5. Once a mentor and mentee have been matched up, the responsibility to maintain and manage the mentor/mentee relationship rests with the mentor and mentee. AILA will have no ongoing involvement in the mentor/mentee relationship.
6. Confidentiality is a fundamental aspect of the mentoring relationship. Mentors and mentees must respect the confidential nature of information disclosed and discussed during mentoring sessions. You agree not to disclose any information discussed during mentoring sessions to any third party, except with the consent of the other person.
7. Mentors and mentees must respect each other's time and other commitments. Mentors and mentees should agree between themselves the frequency and format of mentoring sessions. AILA suggests that mentees will gain the most benefit from having regular sessions, approximately once every three to four weeks, although sessions may be more frequent during the early part of the mentoring relationship and less frequent towards the end of the mentoring relationship. A mentor should be able to commit to participating in mentoring sessions every three to four weeks.
8. Mentors and mentees are expected to commit to a mentoring relationship of 6 months. However, if either party wishes to end the mentoring relationship before 6 months has expired, he/she is free to do so by giving written notice to the other party. AILA encourages mentors and mentees to discuss their intention to end the mentoring relationship before giving written notice to the other party. If the mentoring relationship ends, the mentor and/or mentee is expected to notify AILA that the mentoring relationship has ended.
9. Mentors and mentees agree that the Program must not be used for any purpose other than to seek mentoring (in the case of the mentee) and to provide mentoring (in the case of the mentor). For example, mentors and mentees must not use the Program or the mentoring relationship as a means of exploring recruitment possibilities.
10. AILA's role in the Program is limited to matching up potential mentors and potential mentees. AILA is not responsible for any loss or damage suffered by any party as a result of, arising out of or in connection with the Program.