

University of Canberra Alumni Mentoring Program

Alumni Participant Manual

The University of Canberra (UC) Mentoring Program is designed to help UC students better understand the world of employment prior to completing their studies. The aim of the program is for students to have a deeper understanding of the career options available to them, knowledge of industry, and increased confidence to enter the workforce. Mentoring is the process of sharing skills and experiences with other people who have less experience than you.

Students in the program are currently acting as mentors to first year commencing students at UC. As a reward for their hard work in settling in new students they are offered an alumni mentor.

Alumni express their interest in the program and then provide details about their professional experience, skills and interests. This information is then used to match students and alumni. These matches are based on a combination of industry, degree, locations, skills and interests.

Alumni are matched with a student for eight weeks. During this time the student and mentor meet for 4-5 hours, where they can discuss the following:

- Resumes and application advice
- Organisational processes
- Industry information
- Career options available to them

As a mentor it is not your responsibility to have all the answers, but you can direct your mentee towards resources that can help them find their own answers.

Participation Requirements

By participating in the UC Alumni Mentoring Program as a volunteer you are agreeing to abide by and act in accordance with the following University of Canberra policies:

- Charter of Conduct and Values - <https://www.canberra.edu.au/Policies/PolicyProcedure/Index/166>
- Human Rights and Discrimination Policy - <https://www.canberra.edu.au/Policies/PolicyProcedure/Index/451>
- Respect at Work (Prevention of Bullying) Policy - <https://www.canberra.edu.au/Policies/PolicyProcedure/Index/450>
- Work Health and Safety Policy - <https://www.canberra.edu.au/Policies/PolicyProcedure/Index/391>

It is your responsibility to familiarise yourself with these policies.

Within these policies you may be referred to as a volunteer, other peoples and affiliate interchangeably.

You are also required to have a valid **Working With Vulnerable Peoples** (WWVP) check and provide your registration number to UC prior to commencing the program. You will be provided with a link to a secure form to enter your name, date of birth and WWVP number, as well an acknowledgement of having read and understood the above policies.

Actions that are contrary to the above-mentioned UC policies will result in instant dismissal from the program. You will be notified of dismissal via email and you will be denied future participation in the program.

Actions and behaviours that would result in dismissal include but are not limited to:

- Harassment
- Discussion of personal topics
- Discrimination

Privacy

During the program you will be provided with the name, email address and degree of your mentee. These details are to be used for the purpose of this program only and should not be used beyond the final day of the program.

Mentees are given your name, email, employer and position, and your UC degree details. Similarly students are required to only use these details for the purpose of this program and to cease usage beyond the final day of the program.

Grievance Process

If you believe you have been unfairly removed from the program we request that you email alumni@canberra.edu.au and detail your concerns. Your concerns will be reviewed by the Advancement and Student Life team and you will receive a written outcome via email.

Program Requirements

Mentors are expected to attend all events and activities related to the program (where feasible to do so) and to be an active participant in the program. The table below outlines approximate the requirements and time commitments of the program:

Task	Time Involved
Express interest	10 mins
Application	20 mins
Attend Online Orientation Event	2 hours
Ongoing meetings with mentee	4-5 hours over whole program
Preparation time (reviewing documents and preparing for meetings)	2-3 hours over the whole program
Mid-point survey	10 mins
End of program evaluation	20 mins
Wrap-up event	1.5 hours
Total time commitment	~ 13 hours

Meetings

Meetings can take place over the phone, in person or using an online meeting tool such as Skype, Zoom or Google Meet. Mentors and mentees need to agree on the format for their meetings and the way in which they will communicate between meetings. Meetings are to take place in a public place where you both feel comfortable. You may wish to host meetings in your workplace or use the facilities available at UC.

If either of you are unable to make it to a scheduled meeting, we recommend rescheduling as soon as possible.

Roles and Responsibilities

All mentors and mentees are expected to:

- Act with professionalism and respect;
- Maintain confidentiality and professional boundaries;
- Commitment to attend all prearranged meetings; and
- Discuss expectations in the first meeting and review as meetings progress.

Key Dates and Suggested Schedule

Date	Activity
30 April 2021	Notification of student match
10 May 2021	Orientation Complete mentoring agreement and book first meeting
10 May 2021	Program officially commences
	Regular meetings. We recommend that you discuss the following topics: <ul style="list-style-type: none"> ▪ Career aspirations ▪ Career paths ▪ CV review ▪ Selection criteria review ▪ Job search tips ▪ Industry information ▪ Motivational pieces ▪ Career related reading
7 June 2021	Complete mid-point feedback survey
5 July 2021	Program close
21 July 2021	End of program wrap-up event – invite to be circulated via email
30 July 2021	Complete end of program evaluation

Issues beyond the program

Throughout the program students may raise issues with you that are beyond the program. Please notify the mentoring coordinator and they will be able to direct the student to the support services at UC.

Contact and Support

For questions, help and support during the program please contact the Advancement team at any time.

Caitlin Judd

Mentoring Program Coordinator (Senior Coordinator, Alumni and Community Engagement)

+61 2 6201 5428

alumni@canberra.edu.au