

Mentoring Program (MP) Guidelines Appendix II

Updated in Oct 2020

Application stage

For mentees, the application stage is a 30-day period starting from the date an eFlash calling for MP participation is sent out. Application received after this period will be recorded as a 'late application' and the applicant participation in that term will be subject to the availability of mentors.

If you are a mentor, **your application will remain valid for an entire year**, unless you contact us to withdraw it. However, the MP coordinator will contact you in advance to confirm your intention of continuation in MP.

If you are a mentor, **it is very likely that AUSIT will not require you or your referee to fill out a new form after one year of MP**, should you wish to continue offering your mentor services in MP.

Required documents

Mentor

- *Mentor application form (may have been lodged previously)*
- *Mentor referee form (may have been lodged previously)*

Mentee

- *Mentee application form*
- *Mentee referee form*

Mentoring stage 1

Mentoring stage 1 often refers to the first 30 days after the application stage is completed. During this period, you will receive a list of documents from the MP Coordinator to prepare yourself for the MP of that term. This usually includes the following documents.

- *Mentor training slides or online mentor training*
- *MP guidelines and appendix, I and II*

If you are a mentor, AUSIT will try to organise online mentor training shortly after you have been paired with your mentee(s). However, mentors may also need to carry out self-guided study based on the documentation provided by the MP Coordinator.

If you are a mentee, you will need to submit your nomination form.

Required documents

Mentor

- N/A

Mentee

- *Mentor nomination form*

Mentoring stage 2

Mentoring stage 2 is the 4-month period for a mentor and mentee to carry out the majority, if not all, of the required 20 hours of MP activities.

Required documents

N/A

Mentoring stage 3

Mentoring stage 3 refers to the 30 days following the completion of the MP Term. In those 30 days, the mentor will need to submit the combined Mentoring Program Activity Logbook signed by both mentor and mentee to finalise the MP.

Required documents

Mentor and Mentee

- *Mentoring Program Activity logbook*

Post – MP stage

Post MP stage is the 30 days after the completion of stage 3. If the MP coordinator contacts you to clarify anything, you will need to respond in this period.

Post MP stage is also the period when you will receive your MP completion certificate. If you are a mentor, you will need to keep your MP completion certificate to claim your PD points and 2 free half-day webinars offered by AUSIT.

Required documents

Respond to any queries from the MP Coordinator.

Mentoring Activities

Mentoring activities may include but not limited to:

- How to quote and invoice your clients
- How to keep track of your work income/expenses for tax purposes
- How to make ethical decisions in difficult situations
- How to build up your profile and connections on LinkedIn (or other social media/networking spaces)
- How to continue with your professional development
- How to search for information about technical terms and build up your personal glossaries and thesaurus
- Court/hospital tours (for interpreters)
- Court observations and follow-up discussions (for interpreters)
- Compare and introduce different CAT Tools and/or Remote Simultaneous Interpreting platforms

Please note: Under no circumstance can a mentor be involved in any translation project or interpreting assignment received by their mentee. A mentee may attend an interpreting assignment with their mentor and observe the mentor's performance with the consent of relevant parties (e.g. clients, professionals, agencies, court officers, etc.), but they cannot interpret or be involved in any active translation projects received by their mentor.