

AUSIT Interpreting and Translation Student Mentoring Program

What is mentoring?

Mentoring is a “process in which an experienced individual helps another person develop his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities”

Who can be mentors?

AUSIT members who have at least 5 years of professional experience

Why would I become a mentor?

There are many benefits to becoming a mentor, including:

- **20 PD points per student mentored**
- **One free full day PD (advanced) per year when you take on a mentee.**
- Satisfaction of sharing your knowledge, experience and expertise with the new generation of practitioners
- Increased enthusiasm for your profession
- Enhanced leadership skills
- Opportunity to learn from the students you are mentoring

How do I become a mentor?

If you meet the above criteria, fill in the form (see bottom of this page) and send it to the AUSIT Education mentoring program coordinator (education@ausit.org).

Successful applicants will be invited to **a free introductory mentoring webinar**. Upon completion of the webinar, the applicants will be added to the mentor's list.

Who can be mentees?

Students who:

- are student members of AUSIT
- are enrolled in an [institution that is an AUSIT affiliate partner](#)
- are in their final semester of their degree or diploma
- Have at least a Credit average in their results so far
- Have been endorsed by their course/program coordinator

Why would I become a mentee?

There are many benefits to becoming a mentee, including:

- Acquiring valuable knowledge from experienced practitioners
- Observing and learning from professionals
- Establishing useful contacts and career networks
- Opportunity to ask questions about ethical dilemmas and other challenging professional issues
- Receiving useful tips on various professional topics

How do I become a mentee?

If you meet the criteria above, fill in the form (see bottom of this page), have it endorsed by your course/program coordinator and ask him/her to send it to the AUSIT Education mentoring program coordinator (education@ausit.org). Your course/program coordinator will be contacted by our mentoring coordinator when a suitable mentor is found that can be allocated to you.

How long will the mentoring program last?

The mentoring program will be over a period of 6 months with a total of 30 hours. The mentoring activities can range from 30 minutes to a maximum of 4 hours per month. We have provided **a logbook** (see bottom of this page) for you to complete as you complete any mentoring activity.

What are some examples of mentoring activities?

- Initial meeting to discuss mentoring goals and set future meeting dates and times
- Observing professionals at work
- Communication on general professional advice such as:
 - How to market yourself
 - How to approach potential employers
 - How to quote for a job
 - How to work as a team with other professionals
 - Where to go to find work once you become qualified
 - How to manage client and/or agency relations, including conflict
 - How to network
 - How to manage your time efficiently
 - Ethics of the profession
 - Professional development opportunities
- Discussions of more specific issues such as:
 - How to translate certain expressions (if you share the same language)
 - Specific issues regarding specialisations and different professional settings
 - How to best prepare for an assignment
 - How to decline work and when it is acceptable to do so
- Exchange of knowledge and information, including students' acquired skills during their education and training

How do we organise our meetings?

Mentoring meetings can be face-to-face, via telephone, email or Skype. We recommend that you meet at least twice in the six-month period.

What is the mentor/mentee relationship?

- A mentor/mentee relationship is limited in time, and is confidential and personal.
- The relationship may extend to a working relationship, e.g. if mentor and mentee take on the roles of revisers for each other, but such working relationships must be governed by appropriate professional standards regarding ethics and pay at all times.
- Under no circumstances are mentees to be used to provide professional services for payment below market rates.
- Conversely, mentors should not be used as a 'help desk' for translation problems, or to help with course assignments.
- Mentors are supportive partners, not supervisors.
- At each meeting, mentors and mentees should review the goals they set on their first meeting.

Confidentiality and trust

Be aware that the mentoring relationship can only be successful on a basis of mutual trust and respect, and for this it is essential that your communications will be kept confidential. The success of the relationship will also depend on the strength of your commitment to it. Commitment is expressed by adhering to agreed communication times and activities, for example, and this in turn helps build trust.

Your feedback is valuable

AUSIT wishes you all the best for your mentoring experience, and we look forward to receiving your feedback at education@ausit.org.