

Mentoring Program (MP) Guidelines Appendix II

Application stage

Application stage is the stage from 60 days prior to the commencement of a term to the last day of enrolment. If you lodge your application after a term has started and prior to the 30th day, your application will be referred to as a 'late application' but will still be accepted.

If you are a mentor, **your application usually remain valid for an entire year**, unless you have actively withdrawn it. However, your 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 do not require you or your referee to fill out a new form after one year of MP**, should you wish to continue offering 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 60 days after a term has started. During this period, you will receive a list of documents from your MP sCoordinator to prepare yourself for the MP of the 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 an online mentor training as possible as we can. However, it is possible that mentors will 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 period for a mentor and mentee to carry out the majority, if not all, of the required 30 hours of MP activities.

Required documents

N/A

Mentoring stage 3

Mentoring stage 3 refers to the last 30 days of the MP of the term. In the 30 days, both mentor and mentee will need to submit your mentoring record to finalise your MP.

Required documents

Mentor

- *Mentoring record and logbook*

Mentee

- *Mentoring record and logbook*

Post – MP stage

Post MP stage is the 30 days after the last day of a term. You may need to answer some questions if the MP coordinator has contacted you to clarify certain issues.

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 a free full-day PD offered by AUSIT.

Required documents

You may need to answer some questions if the MP Coordinator has contacted you to clarify certain issues.