

AUSIT MENTORING PROGRAM

OVERVIEW

Mentoring is a structured relationship between a mentor (an experienced advisor) and a mentee (a person seeking guidance). Mentors offer guidance and support to help mentees achieve their personal and professional goals.

The AUSIT Mentoring Program (MP) is offered once a year for a 6-month period. To successfully complete the program, participants must complete 20 hours of MP activities within the established timeframe. The AUSIT National Education Coordinator will host information sessions regarding topics to discuss and activities to complete during the program.

BENEFITS OF MENTORING

For Mentees	
Personal and professional growth through new skills and insights.	Increased confidence and improved job performance.
Career development by identifying goals and accessing opportunities.	Improved communication and interpersonal skills.
Enhanced diversity and inclusion by learning from individuals with different backgrounds.	Opportunities to discuss ethical issues through constructive feedback.
Upon completion of the program, mentees will receive a Certificate of Completion, and can claim 20 PD points.*	
For Mentors	
Personal and professional growth through reflection and new perspectives.	Establishment of meaningful professional relationships and connections.
Development of leadership skills.	A sense of professional solidarity, recognition, and contribution to the profession.
Upon completion of the program, mentors will receive a Certificate of Completion, and can claim 20 PD points* plus 2 AUSIT webinars free of charge (upcoming or from the AUSIT Webinar Library , to be redeemed by 30 June in the following year) – to choose, visit the AUSIT Events Calendar and browse the AUSIT Webinar Library .	
* Refer to the current NAATI Recertification PD Catalogue .	

RESPONSIBILITIES

Effective mentoring is built on mutual respect, transparency and trust, with clear goals and expectations.

Mentees must:	Mentors must:
<ul style="list-style-type: none">• take responsibility for their own learning• seek feedback and advice• meet regularly and respond promptly• communicate if development needs are not being met• commit to the program (20 hours over 6 months).	<ul style="list-style-type: none">• help identify their mentee's strengths and opportunities• help their mentee(s) set goals• clarify and revise goals as needed• share experiences to provide new perspectives• offer constructive feedback.

ELIGIBILITY CRITERIA

Mentees (student candidates) must:	Mentees (non-student candidates) must:
<p>1) be a current AUSIT student member; and</p> <p>2) be in their final semester of their studies or completing a PhD; and</p> <p>3) have achieved a Credit average in their studies at the time of application (not applicable to PhD candidates); and</p> <p>4) have the endorsement of their course/program director; and</p> <p>5) adhere to the AUSIT Code of Ethics and be of good character.</p>	<p>1) be a current AUSIT member; and</p> <p>2) be a graduand of an Australian T&I program and apply within 12 months of graduation OR</p> <p>hold a NAATI credential in a Tier C/D* language OR</p> <p>have obtained a NAATI credential no more than five years prior to applying, and live in a regional area (i.e., at least 200 km from a state/territory capital city); and</p> <p>3) adhere to the AUSIT Code of Ethics and be of good character.</p>

* For language tiers, refer to the JCDI's **Recommended National Standards, 2nd edition**.

Mentors must:
<p>1) be a current AUSIT member; and</p> <p>2) hold a NAATI credential; and</p> <p>3) have a minimum of five years of relevant professional experience after obtaining their NAATI credential; and</p> <p>4) adhere to the AUSIT Code of Ethics and be of good character.</p>

PROCESS AND DEADLINES

Mentors: Applications are accepted all year, with an average processing time of 3 to 4 weeks. Successful applicants are added to the mentor panel for two years, unless they withdraw from the program in writing.

Mentees: Applications open in the first quarter of the calendar year. Late applications will not be accepted.

Eligible applications are assessed within 2 weeks of application closing date. Successful candidates receive a confirmation email acknowledging that all eligibility requirements have been met and they will be contacted when they have been matched with a mentor.

Where AUSIT is unable to find a suitable mentor, the applicant may request that their application remain valid for the following year.

Mentors and mentees will sign a mentoring agreement, set goals together, and submit a mid-term progress report and a final mentoring activity logbook to complete the program.

Information and drop-in sessions will be hosted by the AUSIT National Education Coordinator before the program starts.



APPLICATION LINKS

Please see the [AUSIT Mentoring program](#) web page or most recent e-flash, or contact: education@ausit.org.

PROGRAM ACTIVITIES

Mentoring activities may include online/in-person meetings as well as individual exercises set by the mentor for the mentee. For example:

- discussing business and marketing matters, such as
 - how to quote and invoice your clients
 - how to build up your 'brand'
 - conducting fair negotiations
- doing a SWOT analysis to identify situational strengths and weaknesses, as well as opportunities and threats
- workshopping management of client and/or agency relations, including conflict management skills
- analysing ethical dilemmas and discussing strategies to make ethical decisions in difficult situations
- exploring opportunities for continuous professional development, including work-integrated learning opportunities, and also mentee- and student-led initiatives such as translation masterclasses
- discussing translation and interpreting technologies, such as
 - comparing different CAT/NMT tools
 - exploring different remote simultaneous interpreting (RSI) platforms
- exploring possible fields of specialisation, discussing their challenges/opportunities, including

(interpreting) discussing strategies to prepare for interpreting assignments, such as

- how to search for technical terms
- terminology extraction and glossary building
- liaising with clients to access preparation materials
- dealing with mode/setting-specific challenges.

(translation) discussing research strategies for translation, such as

- how to search for technical terms
- building your glossaries and translation memories
- collaborative translation and revision tasks
- translation challenges and strategies for specific genres/text types.