

National Young Professionals Mentoring program 2018

Terms of Reference

Overview

The SSSI Young Professionals Mentoring Program 2018 facilitates mentoring connections between students nearing the end of their degree programs and young professionals working in the surveying and spatial sciences industry. This is a structured, fixed term program from July to October 2018, and will include fortnightly meetings between mentors and mentees to discuss eight given topics.

Mentors and mentees that are successful in their applications to the program will be paired by SSSI. Their contact details will be shared with each other and they will initially meet during a launch event in their region. Upon the conclusion of the program, there will be a graduation event in each region, which all participants will attend as well.

This program aims to:

- empower students entering the surveying and spatial sciences industry for early career success
- build leadership in young professionals working in the industry
- provide a platform to strengthen young professionals in the industry

Purpose

As a student or young professional, if you want to fast track your early career, we'll help you achieve this!

CPD

1 CPD point per meeting, limited to a maximum of 5 CPD points per year (as per section 3.10 of the SSSI CPD Guide).

Time scale

This will be a 4 month mentoring program from July to October 2018 held in participating regions across Australia.

Mentees

If you are driven, curious about the profession, self-motivated and passionate about making the most of your early career, this program will help you to network and meet the right people. Participate to learn about the skills needed to succeed and give you insights into what the real world is like in your line of work. We welcome members of all commissions to join, and are looking for people who are in their last or second last year of their undergraduate degree or any year of a postgraduate degree.

Mentors

To be able to relate to these mentees, we are seeking mentors who are young professionals in the industry looking to further develop their leadership and management skills and pass on some of their cultivated knowledge and experience about the industry.

We can offer you the chance to influence the people who will change the future, discover fresh perspectives and to earn CPD points for your professional career development.

Participation requirements

The four month program will involve approximately 1-2 hours per fortnight from the mentee and 1 hour a fortnight for the mentor (a total of 16 hours for the mentee and 8 hours for the mentor, plus 3 hours each for the inception event and for the awards ceremony at the end. This totals at 22 hours for the mentees and 14 hours for the mentor over the course of the entire program.

If applications for participation in the program are successful, mentors and mentees will be required to confirm their commitment in writing. Due to limited spaces available, SSSI cannot guarantee that applicants will be paired with a mentor or mentee.

Expectations

There will be an inception meetup event held in each participating region to kick off the program, and an awards ceremony within each region upon completion of the program.

Eight themes will be provided for consideration and discussion, with short surveys for the mentee on these each fortnight. Timing of these meetings between mentor and mentee can be flexible as long as they are successfully completed before the end of the program in October 2018.

The themes to be discussed by mentors and mentees each fortnight are:

1. Applying for a job - CV and interview skills
2. What to do at events and conferences
3. Presentation and attitude
4. Communication
5. Asking for help - when, where and how
6. Managing up
7. Public speaking
8. What it's like in the real world

Each fortnight, there will be a 'before' survey on the given theme for mentees to fill out before they meet with their mentor, and this will be passed onto their mentor. They will then meet to discuss their given theme, and then complete an 'after' survey (these surveys will be short, 2-5 minutes each, online based).

This program is not a work experience or employment program.

Mentors and mentees are welcome to have longer meetings each fortnight, should they both be amenable to this, or to meet more frequently to discuss other professional development matters.

Professional standards of behaviour

All participants are entering into this program on a voluntary basis, but it is expected that mentors and mentees will at all times maintain professional behaviour and be respectful to each other. This includes courtesy emails with as much notice as possible if either are unable to make a meeting along with a suggested rescheduled time for that meeting.

Privacy and confidentiality

All details provided by applicants and participants to SSSI as part of this program will be kept confidential, including contact details, application details and fortnightly participation details. This information will not be used for any other purpose than the mentoring program.

Mentoring relationship

Mentors and mentees agree to actively engage with each other and the topics of discussion, mutually be open to advice and suggestions, prepare for meetings and reflect on their content afterwards, and maintain confidentiality.

While all efforts will be made to ensure that mentees are matched with a suitable mentor based on the information provided by the mentor and the mentee, SSSI cannot guarantee that the resulting match will align perfectly.

If a participant is unhappy with the behaviour of their mentor/mentee and feels that it does not meet the standards outlined in this document, they should contact SSSI at chair.yp@sssi.org.au or rom.nsw@sssi.org.au detailing the program. SSSI will investigate the situation and if the relevant mentor/mentee is not behaving in a responsible, professional and respectful manner, SSSI will approach them about rectifying their behaviour and work with them to address the situation as appropriate.

Please note that this program will not be a means for mentees to have someone look over assignments/job applications - there will be a structured fortnightly program to learn skills from their mentor. There will not be an expectation that mentors will provide work experience or work through this program, although the mentoring relationship may continue past this formal program organically.

This is a volunteer-based program, and all mentors and mentees are not paid.

Resignation from the program

If at any stage, either mentor or mentee do not feel comfortable with their participation in the program, they should contact SSSI at chair.yp@sssi.org.au or rom.nsw@sssi.org.au.

In the event that an individual would like to cease their participation in the program, it is important that we understand why this has occurred in order to provide resolution where possible, and ensure that the situation does not repeat itself in the future where possible. All feedback provided to SSSI will be kept confidential and not be passed on to other party/s without the individual's consent.

Release

Participants in this program waive all rights and entitlements to any claims, actions, suits, legal proceedings, demands, costs, losses, damages and expenses against their mentor/mentee and SSSI, now and at any future time, that are in any way related to any act or omission of their mentor/mentee in this program and/or SSSI done in good faith under the program.