Guide to the Mentoring Process

Mentoring is a process designed to assist Provisional Members through the journey towards admission as an Associate Member of the Institute. It is based on an open, respectful relationship between the Mentor (an experienced member of the Institute) and the Mentee.

It is the Mentor's responsibility to arrange for regular meetings with the Mentee, though the Mentee can also request additional meetings if necessary. Together they map out the journey to be taken, based on the Mentee's existing skills and qualifications, and those required to meet the criteria of Associate Membership. The Mentor's task is to monitor the progress of the Mentee, providing advice and support as necessary. The Mentee should provide regular written reports to the Mentor, and the Mentor should provide regular written reports to the Registration Board.

Mentor: Person Description

A Mentor
- Has a strong desire to help others grow and develop
- Has a strong understanding of the process of helping Mentees attain Associate Membership
- Has strong listening skills
- Is self-aware
- Is sensitive to, understands, and can deal with cultural differences
- Is available and accessible to the Mentee
- Follows through on any agreed or necessary actions
- Can declare and manage any conflicts of interest
- Can, as necessary, keep confidences

Mentor: Job Description

A Mentor
- Guides the Mentee through the processes necessary to achieve the agreed goal(s)
- Helps the Mentee identify goals
- Creates a safe environment for the Mentee
- Provides regular opportunities to meet with the Mentee
- Shares knowledge and insights
- Provides constructive and honest feedback
- Identifies a Mentee's strengths as well as areas for development
- Encourages and supports the Mentee
- Deals quickly and sympathetically with any problems that may occur
- Responds to all communications in a timely manner
- Maintains and models professional behaviour
- Is a reflective practitioner
- Helps the Mentee to be a reflective practitioner