

AUSTRALIAN INSTITUTE OF ARCHITECTS, TASMANIAN CHAPTER – 2019 MENTORING SCHEME OVERVIEW

The aim of the Australian Institute of Architects 2019 Mentoring Scheme is to impart inter-generational wisdom to ensure that the profession of architecture continues to thrive and remain robust in the evolving nature of the design and construction of the built environment.

All mentors are volunteers. This is to engender a spirit of community participation and personal responsibility for the quality and expertise of our architectural profession.

Eligibility:

The Australian Institute of Architects Tasmanian Chapter Mentoring Scheme is open to members of the Institute within the following categories.

Mentors:

- All mentors must be a current member of the Australian Institute of Architects;
- Mentors must be registered architects in Tasmania entitled to practice;
- Mentors must be covered by Professional Indemnity Insurance, and
- Practices offering to be mentors must either consist of Tasmania registered architects who are Institute members or at least be controlled by Institute members who are so registered. (Permission must be obtained from your employer if you are an employee of your practice)

Mentees:

- Mentees must be members of the Institute;
- All mentees must have completed a professionally accredited and recognised architecture course and not already be a registered architect in any state or territory.
- Mentees may be working within the profession, or may be graduates of architecture, seeking work within the profession;

The Tasmanian Chapter must keep a record of the names of all participants.

Group size:

Mentoring will be offered on a one-to-one basis, or in group sessions, depending upon the requirements of mentees.

Pairing:

The Institute will match mentors and mentees using the information contained in the application forms; this is to ensure that people who work for the same employer are not matched. Where possible, mentors and mentees will be matched according to shared areas of interest as stated on the application form.

Time Commitment:

The duration of the Mentoring Scheme is approximately six months. The scheme begins in July 2019, and will conclude in December 2019. It is expected that mentors and mentees will meet once a month for approximately one to two hours. This is the minimum time commitment. During the first meeting, mentors and mentees will agree on the form of communication between meetings, generally via email or telephone. Mentors and mentees are to be respectful of the time commitments of their partner. Time required for cancellation of meetings should be agreed by all parties in the first meeting. In addition to the regular meetings between the mentor and mentee, events will be organised periodically to support the scheme and all mentors and mentees are encouraged to attend.

Cost:

Mentors and mentees participate on a voluntary basis, so mentors are not paid for their time. Mentors are not required to pay for their participation in the scheme. Mentee participation is also free.

CPD Points:

Participating mentors and mentees will be eligible to receive informal CPD points.

Mentoring vs other Institute-run schemes

While there are some shared goals, the Mentoring Scheme differs from other Institute support services, such as PALS and the Senior Counsellor Service. The Mentoring Scheme is a general service, aimed at building networks to allow the sharing and transfer of information between generations. PALS, on the other hand, is run primarily to consolidate knowledge and skills in architectural practice as a sound foundation for successful completion of the Architectural Practice Examination. The Senior Counsellor Service provides advice to members and member's clients on the practice of architecture, with Senior Counsellors selected and appointed by the National Council.

Communication:

The Tasmanian Chapter of the Australian Institute of Architects will provide communications regarding events related to the Mentoring Scheme.

The Chapter office will be the primary contact for the duration of the scheme and will contact the mentor and mentee separately during the scheme to follow up on meetings and to address any issues that may arise between the mentor and mentee.

Confidentiality:

Within the mentoring relationship, respecting and maintaining personal and commercial confidentiality is essential. Mentors and Mentees are also reminded that the Institute's Code of Professional Conduct governs you both during and after the period of mentoring. Any misuse or disclosure of that information by either a Mentor or Mentee for purposes outside the mentoring relationship, will be considered by the Institute as a breach of the Institute's Code of Professional Conduct.

Before you start the mentoring relationship, we suggest you download a copy of the Code from www.architecture.com.au and familiarise yourself with the professional obligations it sets out.

Feedback:

The Tasmanian Chapter office will send both the mentor and mentee a feedback form at the conclusion of the scheme. The feedback will be confidential and will only be used by the Institute for the purposes of improving the scheme. The information collected will be anonymous and, once all data has been collated, the forms will be destroyed to ensure the confidentiality of all participants.