



ALIA
MENTORING
SCHEME

Partnership Agreement and Plan

Mentee:

Mentor:

Mentoring will start on (date)

Mentoring will finish on (date)

To be completed by mentee

My learning goals are:

My primary expectations for my mentor are:

To be completed by mentor

My primary expectations for my mentee are:



Code of Conduct

In applying for and entering into the ALIA Mentoring Scheme it is understood that the code of conduct is to be adhered to at all times:

- It is expected that confidentiality and privacy of the mentor/mentee relationship will be strictly adhered to.
- The ALIA Mentoring Scheme requires dedication from both parties to make it work. The applicant should understand that the mentoring scheme will require time commitments and be happy to give up some of their time to participate in the scheme and communicate with their mentee/mentor.
- It is expected that mentors/mentees will complete the application form honestly, in order for the matching of mentors/mentees to be as successful as possible.
- It is expected that all mentors and mentees will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment that will support honesty, fairness and respect.
- It is expected that if the mentoring relationship is not working for any reason, that ALIA will be notified immediately to ensure that the matter is addressed and if necessary a new mentor/mentee allocated.
- The applicant should understand that once they have made the commitment to participate in the ALIA Mentoring Scheme that if for any reason they cannot see the scheme through to its conclusion, they need to notify ALIA and their mentee/mentor as soon as possible. Participants wishing to withdraw from the scheme are required to complete a formal withdrawal process.
- It is expected that within the mentoring relationship there will be no bullying, abuse or misconduct on the part of the mentor or mentee and that failure to abide by this may result in termination from the scheme.
- It is expected that the mentor/mentee, in becoming a part of the ALIA Mentoring Scheme, will provide time to share ideas, knowledge and experiences with their partner in the mentoring relationship.
- The ALIA Mentoring Scheme is for 12 months duration. There is no expectation that the mentoring relationship or support will continue beyond 12 months. Any continued contact beyond 12 months is the responsibility of the mentee and mentor only. ALIA's direct involvement will conclude at the end of 12 months.

We agree to the Code of Conduct

Signature of mentee

Signature of mentor