

The Australia Japan Society of Victoria Mentoring Program Terms of Reference

The AJSV 2019 Mentoring Program links mentees (students nearing the end of their degree, or professionals who have recently come to the industry from other industries) and mentors (more experienced professionals) in a flexible program initiating from August to December 2019.

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 Japan related sectors.

Mentors

To be able to relate to these mentees, we are seeking mentors who are looking to further develop their leadership and management skills and pass on some of their cultivated knowledge and experience regarding a range of Japanese related sectors. The AJSV can offer you the chance to influence the people who will change the future, discover fresh perspectives and increase your leadership and communication skills.

Program process

Upon submission of an online application, mentee and mentor applicants will be paired by AJSV with considerations to professional sector, experience, outcomes and engagement with Japan by the AJSV. The partnership contact details will be shared via email.

The program will involve three or more informal catch-ups with further engagements to be determined by the partnerships. The AJSV will be in contact throughout the program to ensure that all three catch-ups have occurred and that the partnership is achieving the outcomes of both mentee and mentor.

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 is 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 the AJSV as part of this program will be kept confidential, including contact details, application details and fortnightly participation details.

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. Mentees are expected to lead to communication and catch-ups with the mentor to develop their professional skills.

While all efforts will be made to ensure that partnerships are matched with suitable partners based on the information provided by the mentor and the mentee, the AJSV cannot guarantee that the resulting match will align perfectly. The AJSV will work with the applicant to meet the ideal outcomes of the applicant.

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 the AJSV at office@ajsvictoria.com.au to request a confidential discussion regarding their concerns. The AJSV will investigate the situation and if the relevant mentor/mentee is not behaving in a responsible, professional and respectful manner, AJSV 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 structured outcomes to develop skills from their mentors that the AJSV will follow up with all parties throughout the program. 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 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 the AJSV at office@ajsvictoria.com.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 in the future. All feedback provided to the AJSV 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 AJSV, 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.

Contact information

Mentoring program: education@ajsvictoria.com.au

Complaints and feedback: office@ajsvictoria.com.au



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