

Mentoring Agreement

Business Careers Mentor Program 2018

The Parties

This agreement is entered into between:

The University of South Australia ABN 37 191 313 308 of 55 North Terrace Adelaide SA 5000 (**University**);

_____ (**Mentor**); and

_____ (**Mentee**)

Term of Mentoring Agreement

This mentoring agreement will commence on ____/____/____

and conclude on ____/____/____

Background

The parties have agreed to enter into this agreement as part of the Business Career Mentor Program run by the University's Business School and to govern the mentoring relationship between the Mentor and Mentee.

Commitment

The University agrees to provide reasonable support to each of the Mentor and the Mentee to encourage and enhance the mentoring relationship between the Mentor and Mentee as contemplated under this agreement.

The Mentor and Mentee acknowledge and agree:

- to the minimum commitment of 6, one hour contact for the duration of this agreement (this may include face-to-face meetings, emails, phone calls and Skype conversations);
- to participate in the program specific training session (in person or online);
- to complete the necessary paperwork (Work Placement Scheme Agreement) if a work placement, internship, or project is to be undertaken by the Mentee (up to 12 months post graduation);
- that the Mentee will not be able to receive the benefit of the University's Insurance cover in relation to the Mentee's participation in any such placement, internship or project unless this paperwork has been completed and returned to the University's Business School Careers & Alumni team; and
- that this agreement does not create an employment relationship between the parties and that no payment for services is to be received by the Mentee.

The Mentee agrees to:

- complete a goal setting activity prior to meeting the Mentor; prepare reflections, both of which are to be submitted to the University via its online portal; and
- Attend the program's networking event – Connect;



Confidentiality

Both the Mentor and the Mentee agree to keep all conversations and session content confidential. This includes, but is not limited to, information about the Mentor’s organisation, projects, initiatives and contact details and the Mentee’s personal information. The Mentee agrees to provide a written undertaking of confidentiality to the Mentor in order to protect the confidential nature of the Mentor’s business affairs upon request.

Responsibilities

The University agrees to maintain appropriate insurance policies to cover the Mentee participating in the Mentor Program, including (but not limited to) Public Liability and Personal Accident insurances.

The Mentor agrees to:

- maintain a professional and ethical working relationship with the Mentee;
- ensure a safe and supportive work environment compliant with the duty of care requirements (please refer to the Duty of Care section of the guidebook regarding safe meetings, adherence to policy and *Fair Work Act 2009 (Cth)*);
- work with the Mentee towards attaining and/or setting achievable goals for the duration of this agreement;
- assist the Mentee to empower themselves for growth and development; and
- comply with the cancelling/rescheduling guidelines established in the first meeting with the Mentee.

The Mentor warrants that the Mentor’s organisation holds a current Public Liability insurance policy or stands on its own risk in terms of Public Liability for accidents arising out of the negligence of their organisation.

The Mentee agrees to:

- be responsible for initiating and scheduling meetings;
- have open and honest discussions, take feedback on-board and fulfil any suggested recommendations for development activities between meetings;
- be respectful of the working environment and commitments of the Mentor and the opportunities that are made available through the mentor partnership;
- take care to protect their own safety whilst in the Mentor’s work environment; and
- prepare for and engage in all meetings.

I agree to the terms of this agreement:

Signed by the **Mentor**: _____ date: / /

Name: _____

Signed by the **Mentee**: _____ date: / /

Name: _____