

>2015 AUSTRALIAN INSTITUTE OF ARCHITECTS NSW CHAPTER MENTORING PROGRAM

/INFORMATION PACK

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Student Organised Network for Architecture

/A CULTURE OF MENTORSHIP

In 2015, the Australian Institute of Architects NSW Chapter will launch a formal Mentoring Program available to all members and non-members who are active participants of the architecture community.

The aim of the Program 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 will be volunteers. This is to engender a spirit of community participation and personal responsibility for the quality and expertise of our architectural profession.

WHAT IS MENTORING?

Mentoring is a confidential relationship of trust, respect, support and constructive encouragement between a more experienced person and a less experienced person. Essential to the relationship is an open willingness to learn, share, reflect and grow.¹

"The job of the mentor is a strange one: not simply offering skills, companionship or an ideal self. The mentor is an authoritative guide, using worldly wisdom to encourage maturation. They help the protégé enrich, clarify and hone their consciousness; they juggle hard reality and gleaming possibility."²

WHY IS MENTORING IMPORTANT?

Mentoring compliments training to enrich the quality of our architectural profession. In our studies, the goal is to obtain knowledge which will foster an approach to thinking about architecture. In our practise, the goal is to obtain skills which will describe our architecture to a wider audience. Mentoring is important as it fills the space between our training at university and the workplace and our understanding of the culture in which architecture takes place.

Mentoring assists mentees to comprehend the unwritten rules of the profession. In guiding a mentee through the complex landscape of the architectural process, we hope to create a setting which cultivates our ideas and aspirations for architecture to be realised and our professional standing to thrive.

1 Carlie Spencer, Mentoring Made Easy Third Edition, NSW Government Publication, 2004, p. 5

2 Damon Young, In Moments like these, we need Mentors, April 26 2010, The Sydney Morning Herald, <http://www.smh.com.au/federal-politics/society-and-culture/in-moments-like-these-we-need-mentors-20100425-tlix.html>

/WHAT ARE THE BENEFITS?

MENTORING HAS MANY BENEFITS³

For the mentee, the relationship provides:

- Increased confidence and self-esteem
- Further insight on the culture of architecture and the unwritten rules of the profession
- A better understanding of professional networks
- A chance to discuss the issues of work-life balance off-line
- A supported opportunity to develop a career plan
- Developing skills in the practice of architecture, management and business planning

For the mentor, some benefits include:

- The opportunity to share hard-earned knowledge and experience
- Fulfilment in helping someone else and contributing to their success
- An opportunity to learn from the mentee and engage in the challenges faced by a younger generation
- Satisfaction in taking active steps to shape the future of our industry

For the architecture industry, the positives are:

- The preservation of skills employed by experienced generations
- Promotes a culture of design excellence and leadership within the profession
- Enhances the value of knowledge transfer and giving back to the architectural community
- Promotes cross-generational communication, networking and sharing of ideas
- Supports all forms of diversity in the profession, ensuring all talent is supported and encouraged
- Closes the gap in training in those areas not universally covered in academic study, ensuring the profession retains it's reputation for strategic thinking for our clients.

3 Kathy Beevers and Andrew Cuncan Rea, Chapter 10: Developing Mentoring Skills for the Workplace, CIPD 2010, p. 8-9, <http://www.mcgrawhill.co.uk/openup/chapters/9781843982616.pdf>

/MENTORING PROGRAM OVERVIEW

ELIGIBILITY

The Australian Institute of Architects NSW Chapter Mentoring Program is open to all members of the Institute and those working and studying within the architectural profession.

Mentors:

- Mentors must be a current member of the Institute of Architects.
- Mentors should be registered architects, however mentors who have had up to 12 years experience post-graduation and are mentoring a student mentee need not be a registered architect.
- Mentors must be covered by Professional Indemnity Insurance. Permission should be sought from your employer if you are covered as an employee of your practice.

Mentees:

- Mentees may be members of the Institute or may be working or studying within the profession.
- Students are eligible to be a mentee from the second year of their course.

All eligible participants can apply as a mentor, mentee, or both. Mentors may have more than one mentee. Mentees will only be allocated one mentor in each Program year.

GROUP SIZE

Student mentees will be in groups of 3-4 students with one mentor per group. All other mentor and mentee groups will be one to one pairings.

PAIRING

The Institute will match mentors and mentees using the information contained in the application form. This ensures 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 Program is approximately 9 months. The Program begins in March 2015, and will conclude in November 2015.

It is expected that mentors and mentees will meet once per month for approximately 1-2 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 Program 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 Program. Mentee fees for the Program are as follows:

Members of the Institute	Free
Non-members	\$100
Student non-members	\$50

The fee is payable once your application has been confirmed.

For further information on the Institute for Student non-members see www.SONA.com.au.

CPD POINTS

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

COMMUNICATION

You will receive communication throughout the Program from the Australian Institute of Architects NSW Chapter Mentoring Coordinator regarding events that are related to the Mentoring Program.

The Mentoring Coordinator will be the primary contact for the duration of the Program. The Mentoring Coordinator will contact the mentor and mentee separately during the Program to follow up on meetings and to address any issues that arise between the mentor and mentee. The mentor and mentee may also contact the coordinator any time during business hours.

CONFIDENTIALITY

Confidentiality in the mentoring relationship is essential.

FEEDBACK

The Mentoring Coordinator will send both the mentor and mentee a feedback form at the conclusion of the Program. The feedback will be confidential and will only be used by the Institute for the purposes of improving the Program. 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.

/2015 MENTORING PROGRAM YEAR

JANUARY - MARCH 2015

Applications for mentors and mentees are now open and will close 6 March 2015.

An application form is included in this package and details of how this can be submitted are shown on the form.

MARCH 2015

Mentors will attend a workshop prior to the commencement of the Program. Date to be advised.

Mentors and mentees will be introduced at the 2015 Mentor Program Launch on 31 March 2015. Arrangements for the first meeting will be agreed between the mentor and mentee.

APRIL 2015

The first meeting between the mentor and mentee is to be held this month. At the first meeting details such as the timing and location of future meetings are discussed, as well as any expectations that the mentor and mentee may have. The mentee will be encouraged to establish their desired outcomes and goals for their Mentoring Program.

The Mentoring Coordinator will contact both mentor and mentee to see how their first meeting went.

AUGUST 2015

Half way through the Program there will be an event for all mentors and mentees to share experiences and develop skills to hone their mentoring experience.

NOVEMBER 2015

Mentors and mentees have their last meeting in November.

A wrap up event will be held to close the Program and celebrate our achievements at the end of November.

Mentors and mentees may maintain contact beyond this time however this will not be a part of the Program and will be at the discretion of both mentor and mentee.

/ACKNOWLEDGEMENTS

In August 2014, Australian Institute of Architects NSW Chapter members participated in a survey on the type of mentoring scheme that would best meet membership needs.

Your feedback is greatly appreciated and the results of this survey have helped to formulate the Mentoring Program now being launched.

The working group who have assisted in bringing the 2015 Australian Institute of Architects Mentoring Program to life are; Roslyn Irons, Monica Edwards, Agi Sterling, Mark Boffa, Laura Meyer, Estelle Rehayem, as well as the Gender Equity Taskforce and the DARCH Committee.