

Australia ICOMOS

Mentoring Program for Students

Mentoring Application and Agreement

Introduction

Australia ICOMOS is the Australian National Committee of the International Council on Monuments and Sites and is a key professional organisation for heritage practitioners across Australia. The organisation and its members wish to contribute positively to the ongoing development of the heritage sector in Australia and, in particular, to ensure that students contemplating a career in this field have access to the knowledge and experience of senior heritage professionals.

To this end, Australia ICOMOS launched a pilot mentoring program in the ACT in 2012, providing an opportunity for students to be mentored by senior heritage professionals, all of whom are full members of Australia ICOMOS. This was later followed by programs in VIC and NSW.

The Australia ICOMOS mentoring scheme:

- is open to cultural heritage students of all ages (as well as architectural and archaeology students who have a demonstrated interest in and some knowledge of heritage conservation) of the participating universities;
- is offered at no cost to students;
- will be launched with a social event to introduce mentoring pairs (late April or early May, details tbc);
- expects mentoring pairs to meet at least 3 times (apart from the launch) by the end of the program (October/November);
- has no assessment component, although participants will be asked to complete an evaluation form at the end of the program to provide feedback to the organisers;

At the close, mentees will receive a certificate of participation to document their involvement.

Application Process

Complete the final page of this application/agreement with the following information:

- your name, student ID, name of university, contact phone number and email;
- your course, with mention of heritage-related subjects;
- any professional heritage experience (including internships and volunteer positions) you may have;
- an indication of the type of work you hope to do after graduation;
- a brief statement of what you hope to get from the mentoring program and what kind of mentor you hope to have;
- your signature, consenting to the rules and regulations of the mentoring program, as set out in this document, and permitting Australia ICOMOS to provide your contact details (email and daytime phone number) to your mentor if you are selected;

Send a scanned copy of the last page by email to Australia ICOMOS at austicomos@deakin.edu.au. If you have any questions about the application, or the Mentoring Program in general, contact the Mentoring co-ordinator at your university (see contact details on last page).

Format for the Mentoring Program

- If you are successfully 'paired', the Australia ICOMOS Secretariat will contact you in late April to inform you and to provide the name of your mentor.
- Mentoring pairs are encouraged to meet for the first time at the launch event. If this is not possible, your mentor will contact you subsequently to arrange a first meeting. This might take place in a café or other agreed public place.
- Prior to the meeting, email your mentor information about yourself, your background and your objectives for the mentoring process.
- Allow about an hour for the first meeting to get to know one another and discuss some ground rules. Rules in relation to confidentiality (see the Obligations section, below).

- You should also discuss topics for future meetings. One example of a simple format is for the mentor and mentee to come to each meeting with one topic or issue they would like to discuss, perhaps based on current work or study. If particular issues come up between meetings that you would like to discuss, email your mentor beforehand so they can gather some thoughts or information for you.
- Mentors may be able to provide opportunities for mentees to spend time in their organisation/ practice, attend a meeting, seminar or site visit with them, but this is not a mandatory part of the mentoring program. However, it is not the role of the mentor to assist you with your course assessments.
- Agree on a time frame for the mentoring meetings. It is expected that each pair will meet at least three times by the end of November 2017, although some might wish to meet more frequently. Let each other know when you will be away and therefore unavailable.

Obligations

- The activities associated with the mentoring program are an optional extension of the studies in your academic program, and students should confirm that they are covered by their university's insurance policy prior to commencing the mentorship.
- In addition, you will serve as a representative of your university and must undertake to conduct yourself in an acceptable manner in private and public.
- Remember that all mentors are providing their time and expertise free-of-charge as a volunteer, so respect their time and provide sufficient advanced notice if you are running late or need to reschedule a meeting.
- Confidentiality is an essential part of the mentoring relationship. It is a good idea to discuss rules about confidentiality at your first meeting. Each mentoring pair will have different ideas about what can be discussed and what the mentor is willing to assist with. There is no right or wrong approach, but it is important for the mentor and student to agree on what can be comfortably discussed.
- Participants are responsible for the reasonable care for their own health and safety and that of others who may be affected by their conduct. This includes applying safety precautions to situations related to the mentoring program, such as travelling to and from meetings, securing valuables, not entering non-public sites without proper authorisation, avoiding isolated locations, and being aware of how to contact emergency services if required.
- Report any concerns or issues with the mentoring program to the Mentoring Team contact as they arise.
- To terminate the mentoring arrangement, the student must advise the other parties to the mentoring program (the mentor and the Mentoring Team). All parties have the right to immediately terminate the mentorship by advising the other parties.

Disclosure of Personal Information

Australia ICOMOS will:

- Exchange personal details, including full name, email address and daytime contact phone number (preferably a mobile), between the mentoring pairs.
- Provide a list of student applicants to their university course co-ordinator.
- Disclose personal information of the student in any other circumstances required by Australian law.

Costs

There is no cost to be paid to Australia ICOMOS for participation in the mentoring program.

Students are responsible for their own travel costs to get to meetings with the mentor.

Mentoring pairs should agree upfront on how to split any costs arising, if they, for example, meet at a café.

Unforeseen Events

While the Australia ICOMOS Mentoring Team will make every effort to pair all qualified student applicants with a mentor, there are often more applicants than can be accommodated. If this is the case, those who are unsuccessful this time are encouraged to apply again in future years.

In addition, events beyond the control of Australia ICOMOS (a force majeure) may occur and Australia ICOMOS may need to alter the mentoring program accordingly.

Key Contacts

Cameron Logan – University of Sydney, cameron.logan@sydney.edu.au

Dr. James L. Flexner – University of Sydney, james.flexner@sydney.edu.au

Dr. Ben Shaw – University of New South Wales, ben.shaw@unsw.edu.au

Applicant Information

Please summarise your heritage-related coursework and work experience (including internships), if any.

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What kind of work do you hope to do after graduation?

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What do you hope to get out of the Australia ICOMOS mentoring program, and what sort of mentor are you hoping for (e.g., profession, specialty)?

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Declaration

I have read and understood the above and, if selected, agree to abide by the statements declared therein. My email and daytime contact number can be provided to my mentor.

Signed: Date:

Full name (please print):

Student No. Name of university:

Degree course:

Expected year of graduation:

Preferred email:

Daytime contact phone:

This form is to be complete, signed and emailed to austicomos@deakin.edu.au by COB **13 April 2018**.