

# INFORMATION PACK

CPA AUSTRALIA MENTORING PROGRAM

## MENTORING INFORMATION PACK

CPA Australia is committed to providing learning and development opportunities for members - and one of the ways to enable this is by delivering a structured mentoring program, that connects individual members and provides an opportunity to share their knowledge and learnings from their career. Mentoring is one of the most popular, and successful, ways for individuals to grow professionally and enhance their skills.

### PURPOSE OF THE MENTORING PROGRAM

The CPA Australia Career Mentoring Program (“Mentoring Program”) is designed to assist members in their early and mid-career in developing new skills and enhancing existing ones through providing an opportunity to connect with a more experienced member. For a mentor it is a great opportunity to engage and give back the profession and shape the next generation of business leaders, while also providing the chance to enhance your own skills.

A mentoring relationship is a powerful development experience that is aimed to support the mentee, but it is also likely to have personal and professional benefits for both parties.

Participation is likely to be an affirming experience for mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their interest and effort appreciated. A mentor may also benefit from reverse mentoring, where they can learn new skills or refine existing ones from their interactions with the mentee.

### WHAT DO WE MEAN BY MENTORING?

mentor: (noun) an experienced and trusted adviser.

Mentorship is a developmental relationship in which one person, usually more experienced or senior, takes time to assist the career, professional or personal development of someone else, who is known as a mentee, mentoree, or protégé. Mentoring is most often a one-on-one relationship but is sometimes done in groups.

A mentoring relationship is one that is built on trust and goodwill, in which there is an exchange of knowledge, experience and ideas.

Some examples of what mentors may assist with:

- Act as a source of information and insight
- Suggest relevant options regarding career development or strategies for achieving professional goals
- Recommend possible resources to improve specific skills
- Help the mentee solve professional challenges in their working life
- Discuss issues of professional ethics
- Discuss workplace related issues and options for how these may be addressed

## BENEFITS OF THE MENTORING PROGRAM

### For Mentees:

- Experienced guidance and support in the profession
- Excellent networking opportunities
- Receiving feedback and developmental guidance
- Identifying professional growth and career planning

### For Mentors:

- Contribute back to the profession
- Stay abreast of emerging issues relevant to the profession
- Further development of mentoring and leadership skills, that you will be able to implement in your career, such as active listening, coaching and influencing skills.
- 12 CPD Points for completion of the Mentoring Program

This Mentoring Program is not about the mentor finding a job for the mentee or providing tuition for the CPA Program.

## WHO CAN APPLY?

The Mentoring Program has 2 streams to choose from:

### Early Career Mentoring Stream

To apply as a **mentee**, you must:

1. Be a current member of CPA Australia, residing in Australia or New Zealand
2. Have 3 to 5 years' experience in the accounting profession after completing the CPA Program OR
3. If applicant is an Associate Member, successful completion of 1 CPA Program Segment in the last 12 months
4. Be willing to proactively connect with your mentor and take ownership of the relationship
5. Be willing to commit time each month to meet with your mentor

To apply as a **mentor**, you must:

1. Be a current member of CPA Australia, residing in Australia or New Zealand
2. Have 6 to 12 years' experience in the accounting profession after completing the CPA Program
3. Be willing to commit time each month to meet with your mentee

### Mid-Career Mentoring Stream

To apply as a **mentee**, you must:

1. Be a current member of CPA Australia, residing in Australia or New Zealand
2. Have 6 to 12 years' experience in the accounting profession after completing the CPA Program
3. Be willing to proactively connect with your mentor and take ownership of the relationship

4. Be willing to commit time each month to meet with your mentor

To apply as a **mentor**, you must:

1. Be a current member of CPA Australia, residing in Australia or New Zealand
2. Have 10+ years' experience in the accounting profession
3. Have at least 5 years' experience, in the accounting profession in a leadership role managing people
4. Be willing to commit time each month to meet with your mentee

Both mentees and mentors are required to attend Mentoring Program webinars and complete the training provided.

### **ROLE OF THE MENTEE**

1. Set clear goals about what you want from the Mentoring Program and track progress towards achieving them
2. 'Drive' the mentoring relationship, be responsible for booking meetings and catch-ups.
3. Respect your mentor's time and also your own. Make sure you give this Mentoring Program your full attention and devote enough time to achieve the outcomes you are seeking.
4. Complete the mandatory training provided by 16 April 2021. Non-completion will lead to removal from the Mentoring Program.
5. Prepare for your meetings to ensure maximum benefit from the experience.
6. Read and abide by the Code of Conduct.
7. Respond to your mentor and the Program Manager in a timely manner.
8. Complete the short surveys sent to you.
9. Advise the Program Manager immediately if there are problems or your circumstances change, and you can no longer fulfil your responsibilities.

### **ROLE OF THE MENTOR**

1. Be available and accessible to the mentee according to the meeting frequency guidelines of this Mentoring Program. Understand that, if you cancel or postpone meetings frequently, you may send the wrong signal to your mentee and they might give up trying to contact you.
2. Complete the mandatory training provided by 16 April 2021. It will help you, even if you are an experienced manager.

3. Listen more than you talk.
4. You may not have the answers to all your mentee's questions and that is appropriate. Don't go beyond the bounds of your experience or expertise.
5. Read and abide by the Code of Conduct.
6. Respond to your mentee and the Program Manager in a timely manner.
7. Complete the short surveys sent to you.
8. Advise the Program Manager immediately if there are problems or your circumstances change and you can no longer fulfil your responsibilities.

## APPLICATION PROCESS & PRIVACY

Mentees will be required to complete an application form to assess their eligibility for the Mentoring Program and to collect details about what they are looking for in a mentoring partner. This application form will be used to identify a suitable mentor so the more detail provided the better the chance of a successful mentor being identified, however please only provide information that you are comfortable sharing as this information may be provided to your mentor.

For information relating to how your personal information is handled refer to the [CPA Australia Privacy Policy and Statement](#).

When you proceed to the application process you will be redirected to an external website - Art of Mentoring which will collect your application details on behalf of CPA Australia. Art of Mentoring is a third party provider that CPA Australia has contracted to assist facilitate the Mentoring Program. All matching processes will be undertaken by CPA Australia staff. Art of Mentoring is required to handle any personal information you provide in your application details in accordance with relevant privacy legislation and will use your personal information for the purposes of the Mentoring Program. For more information on how your application details are handled by Art of Mentoring refer to the Art of Mentoring Privacy Policy [here](#).

## WHAT'S INVOLVED?

The Mentoring Program is an 8-month program commencing in April 2021. Mentors and mentees will be matched according to application details and are required to attend three events including the Program Launch, Mid-Program Review and Program Close – all of which will be delivered via Webinars. CPA Australia will attempt to hold the Program Launch and Program Close events in each capital city pending local government advice.

During the Mentoring Program, mentors and mentees will be expected to be in contact at least monthly either face to face or virtually. Upon receiving confirmation of a match, the mentee will make initial contact with their mentor.

Failure to do so within 4 weeks of match being announced will result in assumption of withdrawal from the relationship, and the mentee may be substituted by another mentee.

Mentees and first-time mentors will also be expected to complete the Art of Mentoring program training online to prepare them for their mentoring relationship. Acceptance into the Mentoring Program is conditional upon completion of the training.

During the Mentoring Program, you will receive frequent communications from the CPA Australia, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting mentees.

During and at the end of the 8-month Mentoring Program you will be invited to provide feedback to CPA Australia about your experience.

### TO WHAT AM I COMMITTING?

ACTIVITY	TIME REQUIRED
Training, reading and program events	Up to 1 day in total
Preparation and time spent in mentoring conversations & follow-ups	1-2 hours per month
Program surveys	1 hour in total

KEY DATES	
Applications Open	3 February 2021
Applications Close	17 March 2021
Program pairs notified	By 5 April 2021
Participant Online Training	Completed by 16 April 2021
Program Launch Webinar	19 April 2021
Program Progress Review Webinar	TBC
Program Close Webinar	TBC

\*To ensure the safety of CPA Australia members and staff, face to face events will be scheduled pending government advice and restrictions. Please be advised that CPA Australia may hold events virtually.

## MENTORING PROGRAM MATERIALS

Once you apply and are matched, all the materials you need will be available for you online. The online program administration platform will allow you to communicate with the program co-ordinators, and access resources.

## WHAT DO I DO NEXT?

Submit your application by Wednesday 17 March 2021 for the Mentoring Program that suits you:

[Early Career Mentoring Program](#)

[Mid Career Mentoring Program](#)

Mentees will be asked questions about their background, and what they would like to achieve by working with a mentor for the 8-month period. This information may be shared with your mentor. Please give as much information as you reasonably can as it will assist the matching process.

You will be advised if you have been successfully matched by Monday 5 April 2021.

## WHAT IF I AM NOT SELECTED?

Our focus for the Mentoring Program is to ensure we can create quality relationships between mentee and mentor that will be mutually beneficial to both parties. To enable this, we have a cap on the number of pairs matched within the program each year.

To help us in the matching process we ask for extensive detail in your application form regarding your goals and target development areas and it is this information that is used in pairing you with a mentor. If we do not have a suitable mentor based on the information you have provided, we will not pair you as this may lead to a poor experience within the program.

CPA Australia retains final approval of all matches and reserves the right to reject an individual's application or participation in the Mentoring Program in CPA Australia's sole discretion.

## CODE OF CONDUCT & MENTORING PROGRAM CONDITIONS

In applying for and entering into the CPA Australia Mentoring Program ("Mentoring Program"), you agree to adhere to the following code of conduct and conditions at all times. Failure to do so may result in your participation in the Mentoring Program being terminated and further action being taken as CPA Australia deems necessary in its absolute discretion:

### Mentee

- Mentee will submit honest and true information to participate in the Mentoring Program as part of their application and throughout the 8-month period. Mentee

must be a current CPA Australia member and remain so throughout the course of the Mentoring Program.

- Mentee must be a person of good standing (including but not limited to, mentee must not have any professional complaints lodged against them).
- If mentee is an Associate Member, the mentee must have successfully completed 1 CPA Program Subject in the 12 months preceding the application.
- Mentoring Program is not be used to sign off practical experience for the CPA Program. Mentoring Program is not to be used to seek employment at your mentors place of work or to solicit, induce or poach employees.
- There is to be no discrimination of mentor based on age, gender, ethnicity, or any other such discriminable matters.
- Mentee is to enter into the mentoring relationship with a commitment to assist each other to develop and learn in an honest, fair and respectful environment.
- Upon receiving confirmation of a match, the mentee will make initial contact with their mentor. Failure to do so within 4 weeks will result in assumption of withdrawal from the relationship, and the mentee may be substituted by another mentee.
- No bullying, abuse or misconduct on the part of the participants will be tolerated and failure to abide by this will result in termination from the Mentoring Program and further action may be taken if deemed necessary.
- Both parties are bound by strict confidentiality when discussing matters, sharing documents or other such information throughout the Mentoring Program. Failure to do so may result in termination from the Mentoring Program and further action may be taken if necessary. Please contact [careermentoring@cpaustralia.com.au](mailto:careermentoring@cpaustralia.com.au) should you believe that you are unable to uphold this requirement.
- Mentee must avoid any exploitation of the mentoring relationship, including but not limited to the use of confidential information that has been disclosed during the Mentoring Program.
- Throughout the Mentoring Program, participants should not disclose any confidential information regarding their employer and/or their clients.
- Mentee is aware that once the Mentoring Program has ceased, they are no longer a recognised mentor/mentee combination in the Mentoring Program but may continue the relationship with the agreement of both parties. CPA Australia accepts no responsibility for any continued relationship between mentor/mentee.
- Mentee understands that the value of the mentor/mentee relationship is a joint responsibility between them and their mentor and acknowledge that time is required to be set aside to foster the relationship.
- Mentee understands that the online training module must be completed in order to participate in the Mentoring Program by 16 April 2021. Failure to complete the



training will result in assumption of withdrawal from the relationship, and you will be substitute by another mentee.

- Mentee acknowledges that a total of 12 hours is the minimum commitment required to engage in the Mentoring Program.
- Mentee is not eligible to record CPD hours by virtue of their participation in the Mentoring Program.
- Mentee must notify [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) and their mentor as soon as possible should they be unable to continue to participate in the Mentoring Program.
- CPA Australia will not be liable for any loss or damage including, direct or indirect, loss, expense, damage, personal injury or death (whether or not arising from any person's negligence) in connection with the Mentoring Program.
- CPA Australia accepts no responsibility for any tax implications from the mentee's participation in the Mentoring Program.
- Further questions regarding the Mentoring Program or any matters related to mentoring, please contact [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au)

### **Mentor**

- Mentor will submit honest and true information to participate in the Mentoring Program as part of their application and throughout the 8-month period.
- Mentor must be a CPA Australia member and remain so throughout the course of the Mentoring Program.
- Mentor must be a person of good standing (including but not limited to, mentor must not have any professional complaints lodged against them).
- Mentor acknowledges that they will allocate time to meet with the mentee that they have been paired with to share ideas, knowledge and experiences with their mentee including providing guidance to the mentee's challenges.
- Mentoring Program is not to be used to seek employment at your mentees place of work or to solicit, induce or poach employees.
- There is to be no discrimination of mentee based on age, gender, ethnicity, or any other such discriminable matters.
- Mentor is to enter into the mentoring relationship with a commitment to assist each other to develop and learn in an honest, fair and respectful environment.
- Mentor is to respond to their mentee as soon as practicable after initial contact is made by their mentee, ideally within a week

- No bullying, abuse or misconduct on the part of the participants will be tolerated and failure to abide by this will result in termination from the Mentoring Program and further action may be taken if necessary.
- Both parties are bound by strict confidentiality when discussing matters, sharing documents or other such information throughout the Mentoring Program. Failure to do so may result in termination from the Mentoring Program and further action may be taken if necessary. Please contact [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) should you believe that you are unable to uphold this requirement.
- Mentor must avoid any exploitation of the mentoring relationship, including but not limited to the use of confidential information that has been disclosed during the Mentoring Program.
- Throughout the Mentoring Program, participants should not disclose any confidential information regarding their employer and/or their clients.
- Mentors are aware that once the Mentoring Program has ceased, they are no longer a recognised mentor/mentee combination in Mentoring Program but may continue the relationship with agreement of both parties. CPA Australia accepts no responsibility for any continued relationship between mentor/mentee.
- Mentor understands that the value of the mentor/mentee relationship is a joint responsibility between them and their mentee and acknowledge that time is required to be set aside to foster the relationship.
- Mentor understands that the online training module must be completed by 16 April 2021 in order to participate in the Mentoring Program.
- Mentor acknowledges that a total of 12 hours is the minimum commitment required to engage in the Mentoring Program to receive the 12 CPD Points. You will be required to manually add your CPD Points into your CPD diary at the successful completion of the Mentoring Program.
- Mentor must notify [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au) and their mentee as soon as possible should they be unable to continue to participate in the Mentoring Program.
- CPA Australia will not be liable for any loss or damage including, direct or indirect, loss, expense, damage, personal injury or death (whether or not arising from any person's negligence) in connection with the Mentoring Program.
- CPA Australia accepts no responsibility for any tax implications from the mentor's participation in the Mentoring Program.
- Further questions regarding the Mentoring Program or any matters related to mentoring, please contact [careermentoring@cpaaustralia.com.au](mailto:careermentoring@cpaaustralia.com.au)

## GENERAL TERMS

In applying for and entering into the Mentoring Program, you agree to the [CPA Australia General Website Terms](#).

## FREQUENTLY ASKED QUESTIONS

### ***How long will the Mentoring Program run for?***

The Mentoring Program will run for an 8-month period, from April 2021 to December 2021.

### ***Is the Mentoring Program open to CPA Australia members and non-members?***

Only members can participate as mentors and mentees. For information on how to become a CPA, please visit <https://www.cpaaustralia.com.au/become-a-cpa>

### ***What's the cost?***

There are no fees payable for the Mentoring Program.

### ***How many people can participate in the Mentoring Program?***

A maximum of 500 mentees matched with 500 mentors. Participation will be based on the information provided in your application form and the availability of a suitable mentor.

### ***How do I apply?***

To apply for the Early Career Stream go to:  
[Early Career Applications](#)

To apply for the Mid-Career Stream, go to:  
[Mid Career Applications](#)

### ***Why do you need me to provide so much information on my application form?***

The information you provide will help us 'match' the right mentee with the right mentor, based on experience, skills and what you both want to achieve from the Mentoring Program. Please only provide information that you are comfortable sharing as this information may be provided to your mentoring pair. Your contact details will be shared with your mentoring pair, and we may also share your career goals and aspirations, along with your interested capability developments and program focus.

### ***When will I know if I've been successful, and if so, who I've been matched with?***

Once you have uploaded your profile, we will review the information you have provided and use it to try and identify a mentor that will be able to support you in achieving your goals. It's important to note we won't 'match for matching sake'. If a suitable match is not available, you will be able to apply for future programs. You will hear from us by mid-April as to whether your application has been successful.

### ***What will I have to do if my application is successful?***

If your application is successful, you will need to attend the following:

1. Program Launch event

2. Progress Review event
3. Program Close event

You will also be required to complete a compulsory one-hour online training course by 16 April 2021. The training will help provide you with the knowledge and skills to have a successful mentoring relationship. Failure to complete the training will result in assumption of withdrawal from the relationship, and you will be substituted by another mentee.

It will be up to each mentee/mentor pair to establish their own timetables for their one-on-one meetings, which should take place at least monthly for the Mentoring Program period.

***Why wasn't I matched with a mentor/mentee?***

To ensure the quality of the Mentoring Program we restrict the number of pairs accepted each year, and these decisions are made based on the information provided on your application and the availability of a suitably skilled mentor to support you. If you were unsuccessful in being matched with a mentor this year you are welcome to apply again for future programs.

***Will discussions between mentees and mentors be confidential?***

Absolutely! Great mentee/mentor relationships are based first and foremost on trust. Your participation in the Mentoring Program is confidential and you should discuss and agree with your mentoring partner how you will handle confidentiality between you. All participants are expected to abide by the Mentoring Program Code of Conduct, as well as upholding their obligations as a member to abide by the CPA Australia Constitution, By-Laws and Applicable Regulations.

***Who do I contact for more information?***

If you're interested in finding out more about the Mentoring Program, please contact Lisa Burgess at CPA Australia on 03 9606 9948 or at [careermentoring@cpaustralia.com.au](mailto:careermentoring@cpaustralia.com.au)

## CONTACT CPA AUSTRALIA

Need more information?

Please visit <https://www.cpaustralia.com.au/member-services/mentoring-program>

Contact details:

Lisa Burgess  
Mentoring Program Manager  
CPA Australia  
Level 20, 28 Freshwater Place  
Melbourne VIC 3006

Phone 03 9606 9948  
Email: [careermentoring@cpaustralia.com.au](mailto:careermentoring@cpaustralia.com.au)