Attachment A

Mentoring Agreement

1. Agreement Overview

This Mentoring Agreement establishes a structured, supportive relationship between a mentor and mentee. It is grounded in a developmental, strength-based approach that promotes capability, confidence, and professional growth.

Mentoring is not supervision or performance management, it is a collaborative learning relationship based on trust, mutual respect, and shared responsibility.

The purpose of this mentoring agreement is to ensure that both mentors and mentees have a clear understanding of their respective roles, responsibilities, and expectations, as well as the objectives and outcomes to be achieved through the mentoring relationship.

2. Participant Details

Mentor Name: _____

Position: _____

Mentee Name: _____

Position: _____

Department/Area: _____

Commencement Date: _____

Planned End Date: _____

3. Purpose of Mentoring

The purpose of this mentoring relationship is to support the mentee to:

- ☐ Transition into or within a VET training/assessment role
- ☐ Build confidence and professional identity
- ☐ Strengthen assessment practice and compliance understanding
- ☐ Develop capability in training delivery and learner engagement
- ☐ Navigate workplace systems, culture, and expectations
- ☐ Identify and progress career and professional development pathways

(Select all that apply or customise as required)

4. Mentoring Goals

Goal	Success Indicator	Timeframe

5. Roles and Responsibilities

Mentor Responsibilities

- Provide guidance, knowledge, and sector insight
- Support the mentee to identify goals, needs, and aspirations
- Encourage reflection and continuous improvement
- Provide constructive, supportive feedback
- Work with cultural integrity and respect

Mentee Responsibilities

- Identify and communicate goals, needs, and development areas
- Be open to feedback and learning opportunities
- Take responsibility for own development
- Actively participate in mentoring sessions

Shared Responsibilities

- Establish clear expectations
- Build and maintain trust
- Maintain professionalism and confidentiality
- Monitor progress and review goals regularly

6. Principles of the Mentoring Relationship

This mentoring relationship will reflect the following principles:

- ☐ Respect, trust, and confidentiality
- ☐ Individualised and goal-focused support
- ☐ Collaboration and shared learning
- ☐ Strength-based approach
- ☐ Reflective practice
- ☐ Cultural safety and inclusion
- ☐ Flexibility to adapt to changing needs

7. Mentoring Structure

Frequency of Meetings:

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other: _____

Duration of Meetings: _____

Duration of Mentor Program _____

Delivery Mode:

☐ Face-to-face ☐ Virtual ☐ Blended

Communication Methods:

☐ Email ☐ Phone ☐ Video ☐ Other: _____

8. Cultural Safety and Inclusion

Both parties agree to:

- Foster a culturally safe, respectful environment
- Recognise and respect diverse cultural backgrounds and perspectives
- Be aware of individual needs, abilities, and access requirements
- Maintain sensitivity to Aboriginal and Torres Strait Islander ways of knowing, being, and doing

9. Confidentiality and Boundaries

- All mentoring discussions will remain confidential unless otherwise agreed
- Mentoring is separate from performance management processes
- Boundaries will be respected at all times
- Any concerns impacting wellbeing or safety may be escalated appropriately

10. Monitoring and Review

Progress will be reviewed at the following intervals:

☐ Mid-point review date: _____

☐ Final review date: _____

Review Focus:

- Progress toward agreed goals
- Development of confidence and capability
- Effectiveness of mentoring relationship
- Adjustments required

11. Measures of Success

Success of the mentoring relationship will be evidenced through:

- ☐ Increased confidence and capability
- ☐ Achievement or progress toward goals
- ☐ Improved training and assessment practice
- ☐ Positive feedback from mentee/mentor
- ☐ Demonstrated workplace integration and performance
- ☐ Retention and engagement in role

12. Professional Development and Pathways

The mentoring relationship will support:

- ☐ Identification of career pathways
- ☐ Engagement in professional development
- ☐ Application of learning in practice
- ☐ Development of long-term career goals

13. Agreement Review or Closure

At the conclusion of the mentoring period:

- ☐ The agreement will be formally reviewed
- ☐ Outcomes and achievements will be documented
- ☐ Future development actions will be identified
- ☐ Mentoring may be extended if required

14. Agreement Confirmation

By signing below, both parties agree to engage in this mentoring relationship in accordance with the principles and expectations outlined above.

Mentor Signature: _____ Date: _____

Mentee Signature: _____ Date: _____

NACCHO National Aboriginal Community Controlled Health Organisation
HumanAbility