

2017 / SA Chapter

# STUDENT MENTOR SCHEME.

## Information Pack>

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Australian  
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In the early 70's, the South Australian Chapter established the Student Mentor Scheme to bring together our youngest members of the profession with practicing architects in order to foster work experience opportunities and provide students with an introduction to architectural practice within the working environment.

## WHAT IS MENTORING?

A mentoring relationship is one that enables participants to confidentially discuss matters that relate to:

- > **the duties and responsibilities of an architect**
- > **finding vacation work and choosing employment**
- > **understanding professional issues**
- > **becoming a registered architect**

Mentors are committed to providing the professional development of one or more architecture students and guide mentees as they make the transition from university to professional architect.

Our experience shows that the advice, guidance and support shared between participants in the Scheme helps our youngest members of the profession to become a better architect and equip them for the 'real world'.

# WHAT ARE THE BENEFITS?

The scheme allows for mentors and students to meet on a regular basis and discuss issues relating to the practice of architecture and to explore the relationship between university and the working environment. Meeting dates should be arranged to take into account the respective work commitments of all parties. It is recommended that three to four meetings be held each semester.

For the mentee, the Scheme provides the opportunities to:

- > **discuss design, documentation, management and general practice issues with a practicing architect**
- > **observe and gain some experience of an architectural practice in operation**
- > **gain insight on the culture of architecture and the unwritten rules of the profession**
- > **better understand professional networks**

For the mentor, the Scheme provides:

- > **contact with students currently studying architecture at university**
- > **a forum for the discussion and critical analysis of current projects and office practices**
- > **an opportunity to assess first hand the student's skills and to gain an insight into the current aspirations of the educational system**
- > **the opportunity to offer service to the profession by supporting architecture students as they commence their careers.**
- > **a total of 6 Continuing Professional Development points for each year of participation in the Scheme.**

*"For me, the Student Mentoring Scheme is a refreshing change to professional work life, making me think in more theoretical detail when looking at conceptual design. There something about the way a student engages in an architectural problem and resolves it, that is often removed when working in large practice where deadlines and budgets are critical. The ability to engage with fresh innovative minds from a student's perspective and their approach to architecture has allowed me to alter the way I approach design potentially for more successful design application and ideally resonating throughout the studio informing the process of design. Reciprocal, it provides the students with a contact base and insight into professional practise, a brief understanding of the way practise works and informing them of considerations to think about when approaching a practise for future employment."*

**- Mentor Benjamin Edwards, Graduate of Architecture, Hames Sharley (SA)**

*"We found the mentor scheme to be extremely rewarding for both our practice and the students. They gain some valuable assistance with their studies and better insight into the profession, and we in turn have hired one of our students to work casually in the office for one day a week".*

**- Mentor Josh Waters, Graduate of Architecture, Proske Brown Architects**

# CONDITIONS OF APPLICATION

## Mentors

All Mentors within the program must be current registered Institute members or non-registered members employed in A+ Practices, whereby the Practice assumes the mentoring role and assigns the actual contact with SONA members at its own discretion. Mentors may have more than one mentee.

Mentors will be required to:

- > **commit at least one hour per meeting**
- > **act as mentor to explore issues relating to design, documentation or general practice**
- > **be committed to providing support for students, especially in relation to access to the operations of a working practice.**

## Mentees

Students must be enrolled in a recognised full or part-time university architectural program in their 3rd, 4th or 5th year levels and be current SONA members of the Australian Institute of Architects.

The information in your application will assist in the selection process and matching you with an Architect practicing in your locality, or, with specific experience in these related architectural areas, where possible. Places are limited and acceptance cannot be guaranteed.

Mentees will be required to:

- > **commit at least one hour per meeting**
- > **prepare questions to facilitate the exploration of practical and theoretical issues in design, documentation and management with a practising architect**
- > **attend and contribute to meetings with the architect**
- > **complete the Mentor Scheme Review Form at the end of the time.**

## Selection

The Institute will match mentors and mentees using the information contained in the application forms and where possible, according to shared areas of interest and the size of practices.

Mentee applications will be judged on the merit of your statement of aims and objectives, and the number of mentors available in the program. Applications do not necessarily guarantee you a place in the Student Mentor Scheme.

After the first meeting, should selected participants feel that the placement is not satisfactory they may contact the Chapter Office who will seek to achieve a more suitable placement.

# PROGRAM SCHEDULE

The success of your experience in the Mentor Scheme relies heavily on participants to make and maintain contact with each other, co-ordinate and confirm meeting times that suit you're your schedules, and arrive at meetings prepared and on time.

The following program has been scheduled as a minimum of three to four meetings for the Scheme. Meetings should be arranged to take into account the respective work commitments of all parties, on a regular basis as formal or informal as the mentor and student agree. Additional meetings and other activities such as client or site meetings or networking opportunities that may arise are encouraged throughout the year.

## April 2017

Applications for mentors and mentees will be open from **Monday 3 April until Friday 28 April**. An application form is included in this package and details of how this can be submitted are shown on the form. After the selection process the Mentoring Coordinator will notify all applicants if they are successful and provide further details about their mentorship arrangements.

## May 2017

Mentors and mentees will be introduced at the 2017 Mentor Program Launch on Thursday 11 May 2017. Arrangements for the first meeting will be agreed between the mentor and mentee.

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 2017

The second meeting between the mentor and mentee is to be held this month to share experiences and develop skills to hone their mentoring experience.

## November 2017

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 October.

Initially the Mentor Scheme is designed to progress one year at a time. Depending on the success of the relationship, participants 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.

# RISK MANAGEMENT AND INSURANCE

These guidelines have been prepared by the Institute Legal Counsel and are endorsed by the National Education Committee. Guidelines must be followed or the insurance cover obtained by the Institute is likely to be invalid.

## Public liability

### Who is covered?

The Institute has obtained public liability insurance cover for participants in the mentor schemes. This cover extends to mentors, student participants and Architecture graduates (for graduate mentor schemes).

### Definition of cover

Public liability insurance covers an insured person for accidental or unintended harm to another person or their property, where the harm was caused by something the insured either did or did not do, or by something under the 'control' of the insured or for which the insured was responsible.

It covers physical events. It does not cover professional advice or the consequences of professional activity.

The public liability insurance Institute has arranged covers individual participants for liability they may have to other participants, or other people, but only while the participant is taking part in the mentor scheme activities. The participants are not covered when the activity is not part of the mentor scheme or is an activity not reasonably, or usually, part of mentor scheme activities. Mentor scheme activities which are covered are set out below.

The cover for mentor scheme activities applies anywhere in Australia, but it only covers each of the participants for their liability to others, not self inflicted injury or property damage affecting the participant, even if unintentional.

### Conditions of cover

These conditions must be complied with or the Institute and the cover provided to a participant in relation to a claim, is at risk.

- > **All participants must be Institute members.**
- > **Each Chapter conducting the Institute's Mentor Scheme must keep a record of the names of all participants.**
- > **Mentors must be registered architects in the State/Territory where the mentoring is to take place or practices offering to be mentors must either consist of registered architects who are Institute members or at least be controlled by Institute members who are registered.**
- > **The individual(s) from the practice who are acting as mentor(s) must be Institute members.**
- > **Participating students must be enrolled and attending a professionally accredited and recognised architecture course.**
- > **For graduate mentor schemes, graduate participants must have completed a professionally accredited and recognised architecture course and not already be a registered architect in any State or Territory.**
- > **Practices providing mentor services must carry their own public liability insurance.**

## Activities covered by insurance

The insurer has specifically agreed to cover participation of students in the following activities:

- > **Regular meetings between individuals (or groups of students) with mentor architect(s) whose aim is to develop contacts between students and the architecture profession and to discuss topics of interest related to the architecture course(s). Venues for these meetings might be the mentor architect's workplace, institute premises, the relevant university or other agreed place.**
- > **Visits by students and mentors to construction sites or other relevant venues (eg prominent buildings, architect's work office, relevant local government or state government offices).**
- > **Observation of an architect at work (i.e., were the student shadows the architect in her/his daily work routine.**
- > **Participation in social events arranged by the mentor architect.**

The public liability insurance specifically excludes students from cover for paid work in the mentor's office. (Such activity falls under the State/Territory statutory insurance schemes such as Workers Compensation or equivalent).

If an activity falls outside these general descriptions, it may not be covered. If you think the activity planned is not described above, please refer it to the Institute Education Manager initially before undertaking the activity.

## CONTACT US

For more information about the Student Mentor Scheme, please contact:

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## Professional indemnity

Professional indemnity cover (PI) for the participants in the mentor scheme is not available as part of Institute's own insurance.

## What PI cover is required for the Mentor Scheme?

To protect the members who are participating in the Mentor Scheme the South Australian Chapter will ensure that the following conditions are met.

Mentors must be registered architects entitled to practice in the State or Territory concerned and must have individual PI insurance or be covered by a PI policy taken out by their Practice of at least \$1 million cover.

The currency of the policy must be checked to ensure it is in force during the mentoring period. The Chapter will need documentary proof that PI insurance is in place. Such proof must be treated confidentially.