



ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

St Paul's College Mentoring Programme

MENTORING FRAMEWORK

Principles

The St Paul's College Mentoring Programme principles are to

- ✘ Provide a two-way conversation between mentor and student about the world of work
- ✘ Be a supportive, confidence-boosting engagement between student and mentor
- ✘ Nurture students' interests, passions, skills, and strengths and uncover new opportunities for growth
- ✘ Promote students' support and professional networks
- ✘ Envisage no expectation of internships or employment (or drinks and meals!)
- ✘ Keep personal information private

Spectrum

Mentors and students should aim to cover vocational-directed learning about skills, the work environment, career entry-points, highs and lows of employment, work-life balance, and careers in a sector or business.

Students at Paul's are interested in any of:

- Government Departments
- Large multi-nationals
- Local large firms
- SMEs
- NFPs
- Start-ups and entrepreneurial enterprises

Who's involved

Out of approx. 430 students at St Paul's around 100 are in the final year of tertiary study. Out of this cohort <50% are interested in advice and support from a senior member of their desired profession or vocation. Of those surveyed, around 80% indicated one-on-one mentoring was their preferred model of learning from alumni and friends of the College about careers. Over 90% indicated a particular interest in being paired with early or mid-career mentors.

The St Paul's College Mentoring Programme will be offered to all students, over the age of 18, who wish to be involved, with preference given to those in later years of study.

St Paul's College has a deep and wide resource among its alumni of young and old members of the workforce in Sydney and further afield. These Paulines and friends of the College are encouraged to give a little time to support a student who is struggling to find their way out of the university and into the world of work. The College is engaging volunteers.

Both student and mentor are registered with the St Paul's College Mentoring Programme which tracks student progress.



The process is not to be onerous or time-consuming. It is envisaged mentors and students meet 3 to 4 times per Semester in a face-to-face setting, usually the place of work of the mentor. This should take no longer than 3 to 4 hours of the mentor's time (of course, longer visits and/or shadowing arrangements may be agreed to by the mentor and student).

Timing

Mentoring occurs on an annual cycle. It need not run for longer than one year except with the agreement of the mentor and student. Ideally, a mentor and student will meet regularly for one year - it can also be just for one semester or maximum over two. Most students can gain deeper understanding of their prospective vocations/industries/professions with a few planned and targeted hours of engagement with a mentor for a set period of time than a loose arrangement of conversations with no fixed end date.

Mentoring meetings should take place within semester time. The Programme will begin in Week 3 and end just before Stuvac.

How it works – students provide:

Before mentoring:

- Information about their preferred career or (for students in later years) a more detailed plan for graduate jobs/proposed internships and where they wish to begin their career
- Their resume with academic and work achievements

During mentoring:

- Discussion topics and questions for their potential mentor, including about:
 1. Recent education and projects and how they can be harnessed and built upon in a career
 2. Values, ethics and community contribution in the mentor's workplace
 3. Leadership types and communication styles in the mentor's workplace
- Responsive and reliable communication with their mentor about meet ups, shadowing opportunities etc
- Brief reports – reflection and feed-back on how they have engaged with their mentor and what they are gaining;

After mentoring:

- Verbal or written appreciation.

How it works – mentors provide:

Before mentoring:

- Details about the mentor's career and availability so we can match them to a student

During mentoring:

- Discussion topics and questions for their student, including about:
 1. The mentor's own recent experiences and relevant organisations and roles;
 2. The skills, strengths, and interests of their student;
 3. The mentor's own educational background and career pathway;
 4. The values of their career and workplace
 5. Experiences of work/life balance (or imbalance), physical and mental health
- Resume review, employer expectations and interview practice
- Advice about:



- working in teams or with others, hierarchies, etiquette, procedures, rules, reporting and accountability
- engagement and relationship building, good/poor communications in the workplace
- ethical decision-making throughout a career, responsibility and the importance of seeking guidance
- Brief reports – reflection and feed-back on how they have engaged with their student.

How it works – the College provides:

Before mentoring:

- Reviewing EOIs from mentors and mentees;
- Matching mentors and students appropriately;
- A welcome event at College for students and mentors to meet and gain an overview of the opportunities and expectations of the mentoring programme;

During mentoring:

- Guidance and support for students about introducing themselves and their career aspirations to students, scheduling meetings with their mentors, topics of discussions, and how to make the most of their mentoring opportunity;
- Guidance and support for mentors, where needed;

After mentoring:

- Review of the programme and feedback from mentors and mentees.

Oversight and review

The mentoring programme is overseen by the Senior Tutor, representing the interests of the students and supported by the Associate Deans (UG and Graduate). The alumni interests are represented by the Director of Community Engagement, who is the alumni officer of the College.

The staff team will record students and mentors in the programme and review student progress at least one a semester.

An end of mentoring review will account for the hours and resources and acknowledge the volunteering of the mentor.

Points of contact can be found on the College website.