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EmAGN^{WA}
EMERGING ARCHITECTS
+GRADUATES NETWORK

WA Mentoring Framework



This document was prepared by EmAGN WA in conjunction with Australian Institute of Architects WA and from information provided by Australian Institute of Architects VIC, NSW & QLD Chapters.

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Framework

A.1. GENERAL INFORMATION

The Institute of Architects WA Chapter provides this framework to guide mentoring activities within architecture in WA. This framework will form the basis of the Institute’s annual mentoring events which will occur around March and November of each year, matching of mentors and mentees will be an informal process that is to be instigated by individuals, the Institute will provide networking events to support and facilitate this matching. The institute welcomes all feedback on this framework from those participating in mentoring activities. Should individuals require further assistance in seeking mentoring, due to inaccessibility in attending events (regional mentees are encouraged to submit EoI’s) or other such reason, please contact the Institute.

A.1.1. Objectives

Mentoring offers many benefits to the individuals involved and the broader industry.

Benefits	
Mentees	<ul style="list-style-type: none"> Increased confidence, resilience and understanding of the profession Develop a career plan Develop skills in practice, management and business through discussions with experienced architects Gain a broader perspective on the profession and the culture of architecture Observe an architectural practice in operation Better understand professional networks
Mentors	<ul style="list-style-type: none"> Share knowledge with a younger generation of architects Fulfilment Learn about contemporary student/graduate culture Have access to graduates Offer thoughts and insight Energised working with young architects Opportunity for self-reflection (practice) and critique (of current projects) Refresh body of knowledge (responding to questions) First hand assessment of students’ skills
Industry	<ul style="list-style-type: none"> A better equipped and more resilient cohort of graduate architects More transparent and open lines of communication within the industry





Roles & Expectations	
Role of the Mentee	<ul style="list-style-type: none">Be prepared, organised and professionalFollow through with agreed upon activitiesTake responsibility for actions and decisionsListen effectivelyDemonstrate honestyDemonstrate openness to feedbackAct when requiredWant to have a mentor
Expectations of the Mentee	<ul style="list-style-type: none">At the beginning define clear expectations with your mentor about the nature and structure of the relationship (i.e. desired outcomes, how often to meet, number of meetings, etc).Scheduling meetings, agree up front how often to meet and determining how to stay in touch between meetingsRespect the time and investment of the mentorIdentify discussion topics that address developmental needsMaintain confidentialityUse the relationship to make positive changesAccept constructive feedback.There is no expectation of Mentor to employ Mentee
Mentor Role	<ul style="list-style-type: none">Demonstrate effective listening skillsBe honest and trustworthyA willingness to provide time, guidance, support, & encouragementAbility to establish open dialogue on real issuesAble to communicate ideas effectivelyAre open mindedHave an interest and motivation to mentor
Mentor Expectations	<ul style="list-style-type: none">There should be no existing employment of MenteeBe open and honest with the menteeCollaborate with the mentee to determine the relationship expectationsRespect the mentee's time and the expectations & commitments set during the initial meetingTake an interest in the mentee's development needs:<ul style="list-style-type: none">Share job experiences and learningsSuggest developmental opportunitiesProvide feedback around day to day performanceShare and recommend professional publications and coursesAssist mentees in the learning & solution process vs solving a problem for the menteeMaintain trust & confidentiality.





Structure

An opening event will be held to help mentors and mentees self-match and form a community of mentor/mentees. The program will run for six months. A closing event will be held by EmAGN annually (around November) to formally close the mentoring program for that year. This event will be open to Australian Institute of Architects members and non-members who are already participating in mentoring activities within architecture to enable networking and allow participants to reflect on their experiences as mentors and/or mentees.

A.2.1. Meeting Format

1-hour meeting recommended every month with minimum of four (4) meetings within the six (6) month program duration.

A.2.1. Meeting Structure

Refer to appropriate sections for;

Agenda

Conversation Topics

A.2.3. CPD Points

The institute is working with the Architects Board of Western Australia to enable formal CPD points to be claimed via either participating in the Mentoring program of events or applying this framework for mentoring activities already taking place in the state. Currently the framework will enable informal CPD points to be claimed by mentors.

A.2.4. Program Participation Terms

See overleaf Mentor and Mentee Agreement - to be signed at the first meeting.

See also Appendix D.5. for the Mentor to complete and return to the Institute under the conditions of cover





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Mentor and Mentee Agreement

Mentors and Mentees are to discuss and agree on the following before signing overleaf:

We are voluntarily entering in to a mentoring relationship and agree we will:

1. Maintain the privacy and confidentiality of each member of the mentor group
 - » Be respectful and supportive of each other
 - » Always behave ethically and professionally
 - » Advise the mentoring coordinator of any issues or concerns that we cannot resolve ourselves
 - » Not be entitled to be paid or in any way remunerated or reimbursed in connection with the Mentor Scheme.
2. Individual development goals have been discussed with the group
3. Insurance, Health and Safety has been discussed:
4. Mentor is covered by a suitable professional indemnity policy for at least \$1million of cover.
5. All members will take reasonable care for the health and safety of the group, not doing or failing to do anything which may injure any person or expose any person to risk;
6. Report to the Institute any actual or potentially unsafe conditions, buildings, vehicles, or other equipment.
7. We have discussed our expected workloads and availability for the duration of the program
8. We have agreed on the following contact arrangements:

Preferred Contact

Face to face Email Phone Other

Preferred Location

Mentor's Office Café Other

We have agreed who will have primary responsibility for setting agendas/organising meetings

Mentee(s) Mentor

Although we aim to complete the program, we understand the relationship can be discontinued by either party on a no-fault basis if necessary. Confidentiality obligations above will continue.



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We have read, discussed and agree to the Mentor and Mentee Agreement.

Mentor _____ Mentee(s) _____

Signature _____ Signature(s) _____

Name _____ Name(s) _____

Date _____ Date _____

Mentee(s) _____

Signature(s) _____

Name(s) _____

Date _____

Mentee(s) _____

Signature(s) _____

Name(s) _____

Date _____



Program

B.1. Participation

Mentors may have multiple mentees depending on demand with a maximum of three mentees in a session.

B.2. Regional EoI

For Perth metropolitan mentees and mentors, please complete overleaf form and bring with you to the opening event. If you are a regional mentee and need help with finding a mentor for skype meetings, please return form overleaf to wa@architecture.com.au.

B.2.1. Selection

At the opening event, the information provided in the EoI's will enable mentors and mentees to pair up by informal self-selection. For regional mentees matching priority will be given to years of experience, location and area of interests.

B.2.2. Mentoring Framework Dates

Opening event	March
Mentor/ees pair up	April
Mentor groups complete Agreement in Appendix D.5 and send to the Institute	April
Closing event	November





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Mentoring Expression of Interest Mentee

Full Name:	Contact Email:	Contact Number:
Company (if applicable):	Graduation Year:	Member Number (if applicable):
Meeting location (please circle): CBD Fremantle North of the River South of the River Regional		

Preferences for Mentor

Years of Experience (please circle):	5-10	10-15	15-20	20+
Practice size (please circle):	Small	Medium	Large	
Role in Practice (please circle):	Full Time Employee	Part Time Employee/Contractor	Employer	

Describe why you want to be involved in the program including your goals, aims and objectives:

Description	Area of interest	What do you want from the program, how could a mentor help you?
Project Briefing (e.g. client objectives)		
Pre-Design (e.g. Project site)		
Conceptual/Schematic Design		
Detailed Design (e.g. Regulatory requirements)		
Procurement		
Construction		
Practice Management		
Other		

Briefly state what insight you could offer to a mentor: What are your areas of expertise and experience:



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Mentoring Expression of Interest Mentor

Full Name:	Contact Email:	Contact Number:
Company:	ARB Registration Number (if applicable):	Member Number (if applicable):
Meeting location (please circle): CBD Fremantle North of the River South of the River Regional		

Years of Experience (please circle):	5-10	10-15	15-20	20+
Practice size (please circle):	Small	Medium	Large	
Role in Practice (please circle):	Full Time Employee	Part Time Employee/Contractor	Employer	

Description	Area of interest	What do you want from the program, how could a mentor help you?
Project Briefing (e.g. client objectives)		
Pre-Design (e.g. Project site)		
Conceptual/Schematic Design		
Detailed Design (e.g. Regulatory requirements)		
Procurement		
Construction		
Practice Management		
Other		

Briefly state what insight you might gain from a mentee - what you might learn, how you will strengthen the profession:



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Assess and Plan

Recognise what you would like to gain from your experience in the mentor program. What are your short and long-term goals? Research and recognise what learning style/s and technique/s best suit you and incorporate them in to your mentoring meetings. It is important to structure your meetings, however keep an open mind to the fact that meetings may not always stay on topic.

Once you have established what you want from your mentoring experience, you need to structure your questions to progress to your goals. Structure your questions but keep an open mind that sometimes you won't be able to ask all of them. Alternatively, you can create themes for your meetings and organise broader questions that will stimulate discussions about topics you are interested in. Examples of themes are;

Career planning

Short and long term

Women in Architecture

Embracing failure/rejection/setbacks

Architecture skills

Current and future requirements

Networking in Perth

Working internationally

- C.1. Mentoring Meeting Plan
- C.2. Conversation Topics
- C.3. Reflections and Meeting Notes





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Mentoring Meeting Plan

Meeting Date:

Next Meeting Date:

List the goals that you aim to address in this meeting:

List the topics you would like to discuss with your mentor:

List topics from previous meetings that you would like to discuss further:



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Conversation Topics

Avoid any questions that require 'yes' or 'no' responses

Keep an open mind

Create short term and long-term goals

Ask for examples from your mentor's career/experience

You are encouraged to consider your own topics for conversation. These should be tailored to your goals and interests and the expertise and interests of your mentor. However, you may wish to reflect on the following discussion points to ensure a fruitful and engaging conversation for your next meeting.

Core Competencies:

Project Briefing:

Pre-design:

Conceptual/Schematic Design:

Detailed Design/Documentation:

Procurement:

Construction:

Practice Management:

Relationships with colleagues:

Time management and efficiency:

Work-life balance:



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Reflections and Meeting Notes

Meeting Date:

Goals Statement for this meeting:

What items did you discuss during this meeting?

Self-Assessment – List 4 learning outcomes

What can you do before your next meeting to ensure your mentoring experience is engaging and fruitful? For example, prepare more questions, conduct further research, revisit your goals?

Next Meeting Date:

Mentor Only – State area of competency (Design, Documentation, Project Management, Practice Management):



Appendix

- D.1. Public Liability Insurance 'Conditions of Cover'
- D.2. Feedback Form
- D.3. FAQ's Mentor
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Conditions of Cover

The Institute has and maintains public liability insurance 'events' liability (PLI) cover for participants in the various state mentor schemes. This cover extends to the liability of the Institute for claims of injury to or damage to the property of arising from mentor scheme events where the participants are:

- » Mentors
- » Student participants who are SONA/Student members
- » Architecture graduates (for graduate mentor schemes) who are Institute members (or staff of A+ practices).

Under this agreement, 'Participant' means the Volunteer Mentors and Mentees.:

For the Institute's PLI cover to apply, these conditions need to be satisfied:

- » All participants must be Institute members and student participants must be SONA/Student Members.
- » Each Chapter conducting an Institute Mentor Scheme must keep a record of:
 - » the names of all participants and
 - » the date that a participant joins and stops being a participant in the Mentor Scheme.
- » Volunteer Mentor must complete attached Appendix D.5. "WA CHAPTER VOLUNTEER MENTOR AGREEMENT" and return to the institute.
- » Sole-practitioner Mentors must be registered architects in the State or Territory where the mentoring is to take place.
- » 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.





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Conditions of Cover

- » Each Mentor from the practice must be a registered architect and Institute member.
- » For graduate mentor schemes, graduate participants must have completed a professionally accredited and recognised architecture course or already be a registered architect in any State or Territory.
- » Practices and sole-practitioner Mentors providing mentor services must carry their own public liability insurance (PLI) that covers their practice workplace. Chapters will need to be provided with a digital copy of the certificate of currency of insurance for that practice PLI.

D1



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Program Survey - Mentees

The mentoring program was well structured and provided adequate resources to establish a relationship with my mentor

Strongly Disagree Disagree Neutral Agree Strongly Agree

My mentor provided useful feedback and recommendations

Strongly Disagree Disagree Neutral Agree Strongly Agree

My mentor was helpful and attentive

Strongly Disagree Disagree Neutral Agree Strongly Agree

I could stay focused on my professional and personal goals throughout the program.

Strongly Disagree Disagree Neutral Agree Strongly Agree

Overall, the mentoring program was a valuable experience.

Strongly Disagree Disagree Neutral Agree Strongly Agree

Other comments:

Please return this form to wa@architecture.com.au



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Program Survey - Mentors

The mentoring program was well structured and provided adequate resources to establish a relationship with my mentee

Strongly Disagree Disagree Neutral Agree Strongly Agree

My mentee was well prepared, organised and took responsibility as agreed

Strongly Disagree Disagree Neutral Agree Strongly Agree

My mentee was focussed on their professional and personal goals throughout the program.

Strongly Disagree Disagree Neutral Agree Strongly Agree

Overall, the mentoring program was a valuable experience.

Strongly Disagree Disagree Neutral Agree Strongly Agree

Other comments:

Please return this form to wa@architecture.com.au



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FAQs - Mentors

Q: What are the benefits of the mentoring program?

A: Leadership capabilities, learn from others with different learning styles, gender, culture, work speciality,

Q: What makes a successful mentor?

A: Listen effectively, honest and trustworthy, willingness to provide time, guidance, support, ability to establish an open dialogue on real issues, able to communicate ideas effectively, have an interest in mentoring, and remain professional while offering real world advice in a friendly manner

Q: What's expected of me?

A: Open and honest, collaborate with mentee to address learning goals, respect mentee's time, expectation and other commitments, take an interest in the mentee's development needs, assist mentee to develop independent problem solving and processes.

Q: What happens if I don't get along with my mentee?

A: Be polite, professional and patient and aim to work it out. However, if you get to the point where you can no longer have a productive and professional relationship contact the Institute's mentoring rep.

Q: How long does the program last? What is my expected time commitment?

A: Program duration is 6 months with a minimum commitment of 4 meetings at 6-week intervals

Q: Will I have to generate the topic discussions?

A: Topic discussion should be led by mentee(s), a selection of conversation topics are available within the pack.



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FAQs - Mentees

Q: How can I prepare for the meetings with my mentor?

A: Refer to the forms included in this pack to help structure the meetings and fill these out in advance so you have questions to bring to your mentor.

Q: How do I make the most of mentor meetings?

A: In many ways including:

- Take notes and research different architects/buildings/movements/art/historical events that your mentor mentions
- Visit sites at different stages of the build to get a better understanding of the professions and industries that work parallel with architecture
- Visit the office of your mentor (prior approval from your mentor is required)
- Attend events to meet new people in the industry

Q: How do I implement what I have learnt from my mentor in my career?

A: Understand that your mentor is coming from a unique professional perspective and that not everything you learn from them will seem relevant to your current career pathway, but be open to their experience and expertise. Discuss any questions that you have with your mentor and together establish a plan to help you implement discussed ideas. The clearer your goals are at the beginning, the easier it will be for you to apply your new knowledge to your career development.

Q: Am I allowed to have more than one mentor?

A: Within the Australian Institute of Architects WA EmAGN Mentoring Framework, it is anticipated you have one mentor for a minimum period of 6 months. However, there are many ways you can approach your career in architecture and broadening your knowledge in general is constructive for your future. Choose mentors from different industries that are relevant to architecture.