Frequently Asked Questions
Terms and conditions

1.0   What is the National Mentoring Program?
The Institute's National Mentoring Program is run through third party online platform, Mentorloop, with the Institute as Program Coordinator. Mentorloop is an online matching platform enabling mentors and mentees to form a 'loop' engaging directly online and arranging their preferred frequency and mode of interaction to achieve their mentoring goals.

2.0   Who is eligible to participate?
Registration is exclusive to members of the Australian Institute of Architects. Participant numbers for the national mentoring program are limited and are offered on a first registered basis.

3.0   What are the rules governing participation?
Participants should always maintain professional and respectful communication with others throughout the program and, as Institute members, they also agree to maintain compliance with all policies of the Board and National Council.

These policies include but are not limited to the
- Code of Professional Conduct
- Member Behaviour Policy and Handbook
- Gender Equity Policy

On registration participants are also required to read and agree to the terms and conditions as stated on the Mentorloop platform.

The program is intended to support professional development and should not be used for the purposes of either seeking or offering employment.

4.0   How are mentors and mentees matched?
Mentors and mentees register into the program by responding to a series of questions designed to establish their areas of expertise or areas for which mentoring is sought. These details, along with career stage and location are used as matching criteria for participants to obtain an ideal mentoring match.   For more information about the matching process please refer to the online resources at www.resources.mentorloop.com .

5.0   Will my mentoring occur online?
The frequency, location and form of mentoring is decided between mentor and mentee when they form their mentoring 'loop.' The match is made online and while communication between matched participants occurs online through the platform, Mentorloop functions

as a vehicle for managing and documenting the relationship while encouraging development of the connection and achieving mentoring goals.

6.0   How can I learn more about being an effective mentor or mentee?
Program participants are encouraged to refer to the online resources provided by Mentorloop outlining expected etiquette throughout the program along with useful guides and resources. Further resources and links to relevant Acumen and HR Hub notes are provided under 'Recommended mentoring resources'

7.0   How does the program protect my privacy?
Although as program coordinator, the Institute can initiate communications between members to encourage participation, conversations between mentors and mentees are private and visible only by the participants of the loop. You can read more about privacy at www.resources.mentorloop.com.

8.0   I've registered for the program but have not received any email communications.
Please contact the Mentorloop support team support@mentorloop.com.

Any further questions?
Contact the National Membership Team
email: membership@architecture.com.au
p: 1800 770 617
p: (03) 8620 3877

Disclaimers

Advice provided by participants throughout the mentoring relationship is informal only and intended for use as a guide of a general nature only and does not constitute formal technical advice. Persons implementing any recommendations as a result of technical advice provided throughout the mentoring relationship must exercise their own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

Accordingly, The Australian Institute of Architects and its employees shall have no liability (including without limitation liability by reason of negligence) to any participants in the mentoring program for any loss or damage (consequential or otherwise), cost or expense incurred or arising by reason of any person using or relying on advice provided by participants and whether caused by reason of any error, negligent act, omission or misrepresentation.

Recommended Mentoring Resources

Mentorloop
- [Resources for Mentees](#)
- [Resources for Mentors](#)
- [Mentorloop User Guide](#)

Acumen Practice Notes
Acumen practice notes are an included benefit for student, graduate, Affiliate level 1, member level 1 & all A+ members.

- [Student employment](#)
- [Graduates – Practical experience](#)
- [Work experience and internships](#)
- [Acumen Note pack – Starting a Practice](#)
- [Mental Health in the Profession](#)
- [Continuing Professional Development](#)
- [Time management](#)
- [Managing people](#)
- [Employment agreements](#)
- [Staff performance](#)
- [Client and Architect relationship](#)

HR Hub
HR Hub online resource is an included benefit for all Institute members.

- [Wellbeing overview & resources](#)
- [At-Work overview & guidance notes](#)

Parlour
Parlour is a research-based advocacy organisation working to improve gender equity in architecture and built-environment professions. The Parlour guides are an open access resource

- [Parlour Guides to equitable practice](#)

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