

IIA-Australia ACT Chapter Mentoring Charter

Our Purpose

The IIA-Australia ACT Chapter Council Mentoring Program is committed to providing valuable advice and insights to both young and experienced internal auditors. We aim to provide services to match up Mentors with Mentees and support them in their relationship during the term of the program.

Requirements to be a Mentor

The IIA-Australia ACT Chapter requires the following of Mentors:

- Mentors must have at least 5 years of experience in internal audit
- Mentors must hold Professional (preferably) or Ordinary level of membership of the IIA-Australia
- Mentors have an obligation to let Mentees know if they discontinue IIA-Australia membership

Requirements to be a Mentee

The IIA-Australia ACT Chapter requires that Mentees will be members of the IIA-Australia.

We encourage registration in the program for both experienced and CAE audit professionals as well as those new to the profession, as mentoring pairings will be assigned considering the experience of both the individual Mentor and Mentee.

What is expected of Mentors?

The main role of Mentors is to assist Mentees by providing career advice to assist Mentees with professional development. The following is expected of a Mentor:

- Mentors will commit one hour of their time every two months to interact with their Mentees with a minimum of three hours over the six month period
- Mentors and Mentees are responsible for ongoing contact during the program. The format of the relationship will be determined by the pair and may include e-mail, phone or face-to-face meetings. The Mentor may provide ad hoc advice
- Mentors will reflect on and share their knowledge and experience to help with their Mentee's career/professional goals
- Mentors will respect their Mentees
- Confidentiality



What is expected of Mentees?

Mentees can gain substantial benefits from a Mentoring Program, but are also expected to adhere to the following requirements:

- Mentees will take responsibility for their career/professional goals
- Mentees will document their career/professional goals
- Mentees share their career questions with their Mentors and will listen to responses and advice
- Mentees will have realistic expectations and approach the relationship with honesty and confidentiality

Mentoring and continuing professional development (CPD)

The time Mentors spend being involved in a Mentoring Program can be claimed towards CPD requirements to the equivalent of half the time committed.

Matching of Mentors and Mentees

Each Mentor will be assigned one Mentee in the program, although there is opportunity to receive more than one match if requested. IIA-Australia ACT Chapter will determine the pairings based on the information supplied in the expressions of interest received.

If a pairing is not working or a conflict of interest in the match is identified, the Co-ordinator should be notified so that alternate matchings can be made.

Duration of Mentoring program

The program will last for six months. After which any contact between the Mentor and Mentee will be outside the scope of this Mentoring Program at the discretion of the Mentor and Mentee.

Conduct

All Mentors and Mentees will be expected to adhere to the IIA Code of Ethics (<https://www.iaa.org.au/technicalResources/codeOfEthics.aspx>) and any other relevant IIA Codes of Conduct.

Queries

If during the program, either the Mentor or Mentee has any concerns, complaints or is unable to continue with the program please email the Co-ordinator at alissa.irgang@iaa.org.au ¹

¹ Alissa Irgang is a member of the IIA-Australia Canberra Chapter Council.