



Q: What is the Mentorloop process?

A: Mentoring will be run on cohorts of approximately 6 months duration and is supported by an electronic mentoring platform. The cohorts will run one after the other, not concurrently.

Q: What if, as a mentee, I am continuing in a mentor relationship from a previous cohort?

A: It is recommended that you continue with a previous mentor relationship if both parties agree to this. This will be undertaken outside of the Mentorloop platform. It is recommended that you finalise that relationship first before registering for the next cohort.

Q: What if I am already registered as a mentor with the previous cohort?

A: You will not need to re-register for this cohort. You will receive an email asking if you would like to continue as a mentor in the next cohort. All you need to do is let us know you would like to continue as a mentor in the next cohort.

Q: Will it cost anything?

A: This is exciting news; the program continues to be free.

Q: Can I accrue CPD points for mentoring or being a mentee?

A: Yes, the AIHS [CPD Points Schedule](#) explains how many points you can earn.

Q: When is the programme going to start?

A: August 2021.

Q: How do I find out about the mentor programme?

A: The Mentoring Committee conducted a webinar on 24th November 2020, for existing mentors and mentees and one on the 2nd December 2020 for all AIHS members that wanted to learn about the program. The recent webinar presentation link can be found [here](#).

Q: How much time is required to complete the registration as a mentor?

A: The process is simple and should take approximately 20 minutes to complete your registration to join the program as a mentor.

Q: How much time will it take to complete the registration as a mentee?

A: The process is simple and should take approximately 20 minutes to complete your registration to join the program as a mentee.

Q: How many places are available?

A: Each cohort for the Mentorloop programme will be capped at 75 pairs.

Q: Is the mentoring programme open to non-members?

A: In line with the current AIHS policy, non-members are excluded.

Q: What do I need to qualify to be a mentor?



A: Mentors will be required to undergo the Mentorloop assessment process with the final determination to be made by the AIHS Mentoring Committee. These guidelines will align with the current requirements listed on the AIHS website.

Q: What do I need to qualify to be a mentee?

A: Mentees will need to commit to a minimum 6-month programme, to be respectful, engage with the mentor and be a member of AIHS.

Q: How does the pairing process work?

A: The programme will match mentors with mentees based on matching algorithms.

Mentors may be asked to mentor more than one person. Please indicate your capacity on the registration form.

Q: How do I know if I have been successful and how will I be advised?

A: You will hear from us via your registered email before the next cohort starts.

Q: What do I do if I am successful but I haven't been matched?

A: If you haven't been matched, or would like to check if you have been matched, contact AIHS via the MentorLoop platform. You should hear about your match within one week of registrations closing.

Q: Can I opt to change my appointed mentor/mentee?

A: Yes, you can. You will need to contact the program coordinator and we will facilitate the change. This needs to be done within two weeks of the match being made.

Q: Will matches be made with similar industries, interests, age and gender?

A: Yes. During the registration process, there is an opportunity to be selective in these areas, such as industries, goals, skills. However, current algorithms do not take into account Gender.

Q: Does the Mentorloop programme categorise or suggest areas that you might benefit from as a mentor or mentee?

A: Yes, there are prompts as you work through the registration. The mentor will also discuss options and outcomes in the first few meetings.

Q: How will issues be resolved if both parties are unable to come to an agreement?

A: The AIHS Mentoring Committee will assist with the resolution of any issues. Please read the [Mentoring Conflict Resolution Process](#) here.

Q: What will I have to do if my application is successful?

A: Attend the programme launch webinar, sign up online, actively participate in the mentoring process, participate in the mid-programme review and attend the closeout webinar.

Q: Will training sessions be run during the mentor programme?

A: Yes, at the start of the programme, onboarding sessions will be run for both mentors and mentees. There are also many resources on the MentorLoop website which we encourage you to utilise.

Q: What are the expectations and deliverables of both mentees and mentors?

A: The information will be delivered as part of the onboarding process, however, here are some key points:

- It is a privilege to be involved in the program due to limited numbers and so it is expected that you will **actively** participate
- There is an expectation that there will be an initial meeting between the mentor and mentee within two weeks of the match being made.
- If there has not been an initial meeting between the mentor and mentee within two weeks of the match being made, please contact the AIHS administrator for assistance. If either party has not contacted the AIHS administrator, the match will be dissolved, the inactive users will be removed from the current program and the space made available will be utilised to offer a match to other participants.

Q: What do I do if I don't get a response from the Mentor/Mentee?

A: If you do not get a response from your matched mentor/mentee within **2 weeks**, contact the AIHS administrator. They will assist you with the next steps.

Q: Are discussions between mentors and mentees confidential?

A: Yes, absolutely. The code of conduct is available to read on the AIHS website.

Q: When and how will mentoring sessions be held?

A: This will be up to the individual pairs. You may choose to meet during business hours or after hours. You may choose to meet face to face, by phone, virtually, or any combination that works for you both.

Q: Who do I contact for more information?

A: Please contact the AIHS Mentoring Committee via the email address mentorship@aihs.org.au.