



## **AIRAH Mentorship Program – Mentee Application**

May 2023

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Participate in the AIRAH Mentorship Program; submit your application to become a mentee!

Please send your completed application to [mentorship@airah.org.au](mailto:mentorship@airah.org.au)

Thank you for applying to become a mentee with AIRAH's Mentorship Program! Your application will be reviewed and, if all criteria is met, prepared for matching with a mentor of your choice.

You will also be asked to review and sign AIRAH's Mentorship Program Code of Conduct and Confidentiality.

An online version of this form is also accessible via [airah.org.au/mentorship/for-mentees](https://airah.org.au/mentorship/for-mentees)

For more information, please view our [frequently asked questions](#) or email [mentorship@airah.org.au](mailto:mentorship@airah.org.au)

Best regards,  
AIRAH Mentorship Program team



## ABOUT YOU

**First name**

**Last name**

**Email**

**Mobile**

**Company**

**Position title**

**AIRAH membership designation\***

\*Please note, AIRAH Mentees must be financial members of AIRAH and have been a member for a minimum of one year. Student members are not eligible. For more information or AIRAH membership types, please [click here](#).

**State/territory**

ACT

NSW

NT

Qld

SA

Tas

Vic

WA

**What is your preferred communication method to use with your mentee?**

Email

Phone

Video

Face-to-face

No preference

## YOUR INTEREST AND EXPERIENCE

**Tell us a little about yourself:**

(100 words or less)

**Tell us why you're interested in the program and what you hope to gain from your experience being a mentee:**

(100 words or less)



**What are your career goals for the next 3–5 years?**

(100 words or less)

**Select the key areas of technical expertise you are seeking from your mentor:**

Equipment manufacture, wholesale, retail

Facility management

HVAC&R systems design

HVAC&R maintenance, operating performance

HVAC&R construction, installation, commissioning

Education

Other: .....

**Select the areas you feel you need the most support as a mentee:**

Specific sector information

Developing business acumen

Creating career pathways within the industry

Helping to develop industry connections/networks

Overcoming personal obstacles in the mentees career

Developing management and leadership skills

Embracing innovation and being forward-thinking in the industry

Other .....

**MENTOR SELECTION**

**Review the mentors [listed on the website](#) and rank, from one to three, your preferred matches.**

Please note: While preferences are taken into consideration, they are not guaranteed.

**1**

**2**

**3**



## MENTORSHIP COMMITMENT

**Over a one-year period, can you commit to meeting with your mentor for a minimum of four one-hour sessions?**

Yes

No

**Are you able and willing to meet more frequently with your mentor (e.g., monthly for one hour)?**

Yes

No

I'm flexible

**Will you provide feedback on the program via a short survey at the six-month and one-year mark?**

Yes

No

**Do you agree to your information, provided on this form, being shared with your potential mentor for matching purposes?**

Yes

No



## **AIRAH Mentorship Program – Code of Conduct and Confidentiality**

All mentors and mentees are asked to read and agree to this document when submitting their mentor/mentee application.

The mentor's role is to respond to the mentee's needs and agenda; not to impose their own agenda on the process.

Mentors and mentees should respect the confidential nature, including business and personal information, of what is discussed as part of the mentoring relationship.

Mentors and mentees should respect each other's time and other responsibilities and commitments, ensuring they do not impose beyond what is reasonable.

The mentee must accept increasing responsibility for managing the relationship. The mentor should empower them to do so and must generally promote the learner's autonomy.

The mentor or mentee may dissolve the relationship within the 12-month period by providing notice in writing to [mentorship@airah.org.au](mailto:mentorship@airah.org.au)

Please note: The mentor and mentee have the responsibility to discuss this matter together as part of their mutual learning. As they have made a commitment to complete the 12-month program in good faith, both parties need to realise that this action should be a last step.

The mentor will not intrude on areas the mentee wishes to keep private until invited to do so. However, they should help the mentee to recognise how other issues may relate to these areas.

Mentors and mentees should aim to be open and truthful with each other and themselves about the relationship itself.

If the mentor and mentee agree to continue the program past the 12-month agreement, they share the responsibility for the smooth winding down of the relationship when it has achieved its purpose – they must avoid creating dependency.

The mentoring relationship must not be exploitive in any way, neither may it be open to misinterpretation.

Mentors and mentees must abide by the commitment that the mentoring program is not to be used as an employment/recruitment possibility.

AIRAH recommends monthly meetings, but – at a minimum – mentors and mentees agree to meet via their preferred method a minimum of four times for one hour in the 12-month period.

**I have read and agree to abide by all the conditions of the AIRAH Mentorship Program Code of Conduct and Confidentiality.**

Yes

No

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	