

# MENTOR ROLES & RESPONSIBILITIES

**As a Mentor, you will play a crucial role in the success of The Compass Award. Your role is to engage with Participants of the Award, offer guidance, mentoring and encouragement as they undertake the Section of the Awards that you are assessing.**



1. If the Participant is under 18 years of age, as per the child protection legislation requirements in Victoria, you must have a Working with Children Check. Please also update your WWC Check and list **Awards Victoria Ltd** as an additional Organisation and we suggest you also list the **Award Unit** of the participant.
2. Be suitably experienced and/or qualified in the activity in which you are assessing.
3. Agree to the Volunteer Code of Conduct before undertaking any assessment.
4. Be approved by the Participant's Award Leader and therefore the Award Unit prior to the Participant commencing the activity with you as their Mentor.
5. Understand the relevant Award requirements for the Section you are assessing.
6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals they have set.
8. Ensure the Participant undertakes Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify they have achieved the requirements of The Award.
11. Undertake your role as an Mentor in a safe working environment. This includes:
  - a) taking reasonable care for your own health and safety;
  - b) that your conduct does not adversely affect the health and safety of others;
  - c) that you comply with any reasonable instructions relating to health and safety; and
  - d) that you comply with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.

**These Mentor Roles and Responsibilities and Volunteer Code of Conduct can be viewed at [www.awardsvic.org.au](http://www.awardsvic.org.au)**



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