

The Vocational Mentoring Exchange has roles available in its Mentoring Matters program for volunteers who are keen to develop positive intergenerational relationships with students in education settings. Mentors share their career/life journey to help students undertaking the Victorian Certificate of Education Vocational Major (VCE VM) to prepare for their transition to further education, training or employment. Join us to make a difference to the lives of young people across Melbourne's inner northern region as they begin their career pathway.

### Vocational Mentoring Exchange

VME recruits, screens, trains and supports vocational mentors from all walks of life who volunteer to assist young people from the inner north of Melbourne in their career transition journey. Exchange volunteers are able to choose from a range of short-term school and community-based vocational mentoring programs.

### Vocational Mentor Role

In this role, you will develop a mutually cooperative and supportive relationship, focusing on life and vocational skills and tasks with a small group of students over a defined and set period confined to school terms (April-June or July-September). A firm commitment is requested for the 10-11 week 1-2 hour in-class mentoring program, and an additional week either side for an induction and evaluation/focus group session.

As a volunteer Vocational Mentor, you will be matched with a group of 1-3 students which could be based on, but not limited to:

- Mentor life and work experience
- Student's nominated career interests
- Social interests of the mentor and mentees
- Cultural considerations of the mentor and mentees

### Eligibility

Volunteers must be over 18 years old, eligible to live and work/volunteer in Australia, and willing to obtain a Working with Children Check. Those with Australian work and life experience, including mid-career, transitioning to retirement and retirees will be vital for the success of the Program. Volunteer mentors must be able to commit to the specified day and time of the sessions for the majority of the Program (one term/10-11 weeks).

### Attributes/Skills

- A positive attitude towards young people and education
- Committed to ensuring child safety and wellbeing
- Good communication skills including competency in written and spoken English
- Demonstrates positive behaviours such as reliability, respect, patience and maturity
- Willing to share personal work and life experiences
- Empathy and understanding of the challenges experienced by senior school-aged children (16-18 years)
- Commitment to the Program
- Local community business connections (desirable)

### Outcomes

Through completing assigned activities and engaging in discussion with their mentors, VCE VM students will create/strengthen their Career Action Plans. In doing so, together you will explore:

- career planning
- goal setting
- resume, cover letter and interview technique refinement
- strategies for developing personal networks

# VME Mentoring Matters Program

## 2024 Mentor Role Description



- soft skills and their importance in the modern work environment
- real life application through excursions/incursions

The mentoring program will conclude with student presentations, a celebration and evaluation survey.

### Training & Resources

Free comprehensive VME training is provided prior to commencing the role and is a prerequisite for becoming a volunteer VME mentor. Additional training opportunities will be provided on specific skills.

Mentors are also provided with resources to support the in-class sessions that are led by the VCE VM teacher.

### Responsibilities

Adhere to all VME and INLLEN Policies, Procedures and Mentor Code of Conduct.

### Responsible To

The designated Vocational Mentoring School Coordinator on a weekly basis with additional support provided by the VME/INLLEN.

### Location

- An Inner Northern Melbourne Secondary School or education facility
- The mentoring sessions will be held in a VCE VM classroom and led by a school staff member
- Due to any COVID-19 social distancing and school policies, the mentoring program may be delivered remotely or face to face in the classroom.

### Time Required

Individual programs may vary slightly in duration, but the approximate time commitment is 20-30 hours in April – June or July – September, details as follows: -

- Initial interview (1hr)
- Compulsory Vocational Mentoring Training – Free online self-paced and interactive (6hrs)
- School induction prior to program commencement (1.5hrs)
- In-class mentoring sessions (10 x 1-2hr)
- Mentor check-in sessions (2 x .5hr)
- Evaluation focus group for evaluation purposes (1hr)

### Project Partners

The VME is proudly supported by a range of funding and project partners, and we acknowledge and thank them for their support.



### How to apply

Online application [APPLY NOW](#).