



UNSW Business School



**UNSW Business School
Career Mentoring Program**

Alumni Mentor Guide 2025



Key Dates 2025

Program Duration: 8 weeks.

Dates:

Monday, 2 June to
Friday, 25 July 2025.

Format: Online or in-person
(or a mix of both).

Your Commitment as a Mentor:
Minimum 6 hour commitment
comprising of:

- Three 1-hour group sessions.
- Up to three 1-hour 1:1 sessions with mentees.
- Optional:
 - Welcome Event (in-person)
 - Closing Event (online).

How can you make a difference?

The Mentor

As a mentor, you'll guide students through workplace culture, job roles, and career expectations. Share your experiences, ask thought-provoking questions, and offer encouragement. Many students face challenges navigating the job market – your insights will help them explore opportunities with confidence.

Mentorship is a two-way learning experience. You may gain fresh perspectives while helping shape a student's career path.

The Mentee

Mentees are Business School students with limited Australian work experience. They receive training in professionalism and networking but will benefit from your guidance in career discussions. Use the structured program and materials to support their journey – this may be their first step into the business world.

Program Expectations & Commitment

Mentors must be UNSW Business School or AGSM alumni or industry partners with at least five years of professional experience.

The program offers flexibility, allowing mentorship sessions to take place in-person or online via Pushfar, Microsoft Teams, Zoom, Skype, phone, email, or instant messaging (e.g. WhatsApp). Meetings are arranged between the mentor and mentees, with suggested check-ins and additional group sessions provided by UNSW Business School.

As a formal extracurricular activity, the program contributes to students' Australian Higher Education Graduation Statement. Your commitment ensures students meet their requirements – setting expectations early helps keep both mentor and mentees on track





Recognition: Earn a Digital Badge

All mentors will receive a **certified digital badge** via Credly, which can be displayed on LinkedIn, email signatures, and digital resumes. This badge verifies your mentorship contribution and professional development.

Digital badges will be issued after program completion to the email used during registration.

What Makes a Great Mentor?

A great mentor:

Shares career experiences and industry insights

- ✓ Listens actively and asks thoughtful, reflective questions
- ✓ Offers encouragement and constructive feedback
- ✓ Maintains regular communication (email, phone, video meetings)

Ways to Engage with Your Mentee:

- Invite them to an online or in-person business meeting
- Introduce them to a professional contact for additional career insights
- Recommend industry reading (e.g. BusinessThink)
- Suggest relevant networking events and professional associations
- Conduct a mock interview to build confidence and job-readiness

Tip: Meetings should ideally take place during business hours and maintain a professional tone.



CAREER
ACCELERATOR

Career Accelerator connects Business School and AGSM students to industry to help them prepare for their future career. Individuals and organisations are able to support a range of programs to share knowledge, expand student experiences and work in partnership with the Business School and AGSM. The Career Accelerator team are dedicated to fostering mutually beneficial partnerships for alumni and industry. We consider our partnerships as long-term relationships which grow and evolve alongside your business needs. We work with you around your commitments and take pride in preparing the students in the best way to ensure they give as much to the relationship as they receive.

Contact us any time to discuss options to connect with our students.

Email: engagebusiness@unsw.edu.au




Find out [more](#).




Our Mentoring Partner



CHARTERED ACCOUNTANTS™
AUSTRALIA + NEW ZEALAND

Program

Week	Activity	Details
Monday, 2 June 2025	Program Commences	
Week 1	Student Workshop & Training <i>(Mentees only)</i>	Tuesday, 3 June - Skills-focused session to prepare mentees for the mentoring experience.
Week 2	Welcome Afternoon Tea <i>(Mentors & Mentees)</i>	 Date: Tuesday, 10 June  Time: 4:30 PM – 6:00 PM  Location: CAANZ Office, Sydney CBD Networking opportunity to connect with fellow mentors and mentees. <i>Registration link to be provided.</i>
	Group Session #1 – BusinessThink Discussion <i>(1 hour)*</i>	Pre-Work**: Review the assigned BusinessThink article. Focus: Applying practical concepts to real-world business scenarios.
Week 3	Group Session #2 – Podcast Discussion <i>(1 hour)*</i>	Pre-Work**: Listen to the designated podcast episode. Focus: Industry trends and career development strategies.
Weeks 4 – 6	1:1 Mentoring Sessions <i>(Scheduled individually)*</i>	- Each mentee must complete at least one 1-hour session with their mentor. - Discussions should align with the mentee’s career goals and program objectives.

Week	Activity	Details
Week 5	Mid-Program Student Catch-Ups <i>(Mentees only)</i>	- Informal check-ins to track progress and gather feedback.
Week 7	Group Session #3 - Meet the CEO <i>(1 hour)*</i>	Pre-Work**: Review the speaker’s profile and watch the Meet the CEO video. Focus: Leadership insights, career strategy, and industry outlook from a senior executive.
Week 8	Online Closing Event <i>(Mentors & Mentees)</i>	 Thursday, 24 July 2025  Time: 4:30 PM – 5:30 PM  Microsoft Teams <i>(link to be provided)</i> - Reflect on program outcomes and celebrate achievements. - Opportunity to share experiences and insights.
Friday, 25 July 2025	Program Concludes	

Please note that this program structure serves as a guide. We encourage you to complete the activities within the suggested timeframe to ensure a structured and effective mentoring experience.

*Mentoring sessions should be scheduled at a mutually convenient time between mentors and mentees.
**Stream-specific program content will be provided at the start of the program. All materials will be accessible online.

Mentoring policies and procedures

The Role and Responsibilities of a Mentor

As a mentor, your role is to **challenge, inspire, encourage, and support** your mentees in their career development.

Mentors are expected to

- ✔ Be committed, trustworthy, and effective communicators
- ✔ Provide honest and constructive feedback
- ✔ Maintain professional boundaries
- ✔ Act ethically and respectfully towards all participants
- ✔ Keep student information confidential, unless disclosure is necessary

Adhere to the university's policies and procedures outlined in this guide.

Mentors are not expected to

- ✘ Provide guidance on every topic – focus on areas where you feel confident
- ✘ Act as a personal counsellor, academic advisor, or close friend
- ✘ Share personal struggles unless they are relevant and constructive to the discussion.

Equity, Diversity & Inclusion

The Career Mentoring Program fosters an inclusive, respectful environment, free from **discrimination, harassment, bullying, and sexual harassment**.

Learn more at the [UNSW Equity, Diversity & Inclusion website](#).

Intercultural Communication & Awareness

Mentorship is a cross-cultural experience. Be mindful that cultural norms around eye contact, personal space, greetings, and gestures may differ. For example, while direct eye contact is a sign of confidence in Australia, some cultures may see it as a sign of respect to avert their gaze.

Code of Conduct

By participating, mentors agree to abide by:

- [UNSW's Code of Conduct & Values](#)
- [Safer Communities Policies](#)
- [Respect at Work Policy](#)

As UNSW affiliates, alumni mentors must uphold these standards. Any **breach of conduct**, including bullying or harassment, should be reported to the **Mentoring Program Coordinator** in writing, including the date and details of the incident. Reports will be reviewed in line with university policies.

Reporting a breach of conduct

If a serious breach of the [Code of Conduct](#) occurs (i.e. bullying or harassment by a participant) participants must report the incident to the Mentoring Program Coordinator in writing with details of the time and date of the incident. Program managers will keep a record of the incident and review potential actions in line with University policies.

Health, Safety & Insurance

Workplace Visits: If your mentee visits your workplace, ensure they are aware of relevant health and safety procedures.

Insurance Coverage: Enrolled students are covered by UNSW's insurance when participating in approved mentoring activities, including site visits and work shadowing.

Meeting in Public Spaces: No additional safety procedures are required for meetings held on campus or in public venues.

Privacy & Data Protection

Mentors must handle any personal information received from UNSW confidentially and in accordance with:

- [UNSW Privacy Policies](#)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW).

Evaluation & Feedback

The UNSW Business School is committed to improving the mentoring experience. A formal evaluation survey will be conducted at the end of the program, but feedback is welcome at any time.

When to Contact the Program Coordinator

Reach out as soon as possible if:

- You feel uncertain or uncomfortable in the mentoring relationship
- Your mentee shares concerns about their welfare
- Your mentee is unresponsive or lacks commitment
- You need guidance on keeping the relationship engaging
- Your mentee becomes overly dependent on you.

Grievance Procedure

If an issue arises, first discuss it with the Mentoring Program Coordinator. Formal complaints will follow [UNSW Complaints & SpeakUp procedures](#).

Contact Us

E: alumni@business.unsw.edu.au
W: www.unsw.edu.au/business

