



Mentoring guidelines

- CEA will not contact Mentors until a potential Mentee is identified.
- Mentors should make the first contact with Mentees by email.
- Mentors and mentee will then negotiate the most useful form of ongoing contact.
- Once a mentoring relationship is established, please notify CEA Secretary Drew Chan by email (drewslchan@gmail.com) for CEA records.

Mentor and Mentee are likely to discuss :

- The Mentor's current and or/previous positions and involvement in the teaching of VCE Chemistry.
- The Mentee's current and/or previous positions and challenges faced in the teaching of VCE Chemistry.
- How to best structure the VCE teaching year.
- Accessing and choosing available resources.
- Planning and assessing School Assessed Coursework.
- Preparing students for examinations.
- Tips and techniques for revision.
- How particular concepts may be introduced and taught in the classroom.
- Useful demonstrations and practicals.
- Mentors will provide suggestions and assistance within their capability and personal time constraints
- Mentees may be hesitant about contacting their Mentor, not wanting to intrude on the Mentor's time or resources. Mentors can help to reduce this concern by periodically forwarding emails to give the Mentee confidence to maintain contact.
- The CEA wishes to support and develop the mentoring program over time. Please contact Drew Chan with your suggestions on ways CEA can provide practical or financial support to their ongoing relationship.