



# Mentoring guidelines

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- A potential Mentor will be contacted when a potential Mentee is identified. Mentors are requested to make the first contact with Mentees via email.
- Mentors and mentee will then negotiate the most useful form of ongoing contact.
- Once a mentoring relationship is established, the CEA should be notified so an ongoing record can be maintained. The current contact for the mentoring program is Elissa Huddart who can be reached via email on [pcommons@unimelb.edu.au](mailto:pcommons@unimelb.edu.au)
- The topics of discussion that ensue between Mentor and Mentee will depend upon the form of the mentoring relationship. Topics may include:
  - 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 are not expected to provide all the answers.
- 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. If Mentors and Mentees envision ways that the CEA can provide practical or financial support to their ongoing relationship, requests or suggestions should be made to the contact person.