



# Mentoring Charter

## Our Purpose

The IIA-Australia Mentoring Program is committed to providing valuable advice and insights to young internal auditors and to those already progressed in their careers. We aim to provide services to match Mentors with Mentees and support them in their relationship during the term of the program.

## Requirements to be a Mentor

IIA-Australia requires the following of Mentors:

- Mentors must have at least 10 years of experience in internal audit or at least 15 years of professional experience with five years spent in internal audit
- Mentors should be members of the IIA-Australia, ideally holding Professional member status
- Mentors have an obligation to let Mentees know if they discontinue IIA-Australia membership

## Requirements to be a Mentee

IIA-Australia requires the following of Mentees:

- Mentees will generally be internal auditors with less than five years of experience in internal audit, while other applicants will be considered on request
- Mentees will be members of the IIA-Australia

## What is expected of Mentors?

The main role of Mentors is to assist Mentees by providing career advice and guidance with regards to professional development. The following is expected of the Mentor:

- Mentors will commit a minimum of one hour of their time every two months to interact with their Mentees with a minimum of three hours over a six-month period.
- Mentors and Mentees are responsible for ongoing contact during the program. The format of the relationship will be determined by the pair and may include e-mail, phone or face-to-face meetings. The Mentor may provide ad hoc advice.
- Mentors will reflect on and share their knowledge and experience to help with their Mentee's career/professional goals.
- Confidentiality

## What is expected of Mentees?

Mentees can gain substantial benefits from a Mentoring Program, but are also expected to adhere to the following requirements:

- Mentees will take responsibility for their career/professional goals.

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- Mentees will document their career/professional goals.
- Mentees will share their career questions with their Mentors and will listen to responses and advice.
- Mentees will have realistic expectations and approach the relationship with honesty and confidentiality.

## Mentoring and continuing professional development (CPD)

The time Mentors spend being involved in a Mentoring Program can be claimed towards CPD requirements to the equivalent of half the time committed.

## Matching of Mentors and Mentees

Each Mentor will be assigned one Mentee in the program. IIA-Australia will determine the pairings based on the information supplied in the expressions of interest received.

In the event that a pairing is not working, the local chapter Co-ordinator should be notified so that alternate arrangements can be made

## Duration of Mentoring program

The program will last for approximately six months. After which any contact between the Mentor and Mentee will be outside the scope of this Mentoring Program at the discretion of the Mentor and Mentee.

## Conduct

All Mentors and Mentees will be expected to adhere to the IIA Code of Ethics (<https://www.iaa.org.au/technicalResources/codeOfEthics.aspx>) and any other relevant IIA Codes of Conduct.

## Queries

If during the program, either the Mentor or Mentee has any concerns, complaints or is unable to continue with the program please email the local chapter Co-ordinator<sup>1</sup>:

- ACT: Karim Mosaad
- NSW: Masimba Mashumba or Chris O'Donnell or Evelyn Foong
- QLD: Gary Sivaji
- SA: Philip Reichelt
- TAS: TBC
- VIC: Aamir Husain
- WA: Andrew Hillbeck

Email: [iaa-australia.mentoring@iaa.org.au](mailto:iaa-australia.mentoring@iaa.org.au)

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<sup>1</sup> All co-ordinators are members of the relevant state/territory Chapter Council.