



FINANCIAL PLANNING  
ASSOCIATION *of* AUSTRALIA

# FPA Women in Financial Planning Mentoring Program Information Pack

## WHY MENTORING?

Would you like:

- Guidance for your personal and professional development in the financial planning profession, from someone with a wealth of experience?
- An opportunity to reflect on professional challenges and achievements?
- Satisfaction from helping others and contributing to the future success of the profession?
- A chance to develop your mentoring and leadership skills?

The FPA Women in Financial Planning Mentoring Program aims to support women in financial planning to further their careers by pairing eligible females in the financial planning sector seeking guidance and support with more experienced practitioners who are willing to commit time and energy to the professional development of another practitioner. The FPA Women in Financial Planning Mentoring Program has been funded by the Department of Prime Minister and Cabinet.

## WHAT DO WE MEAN BY MENTORING?

mentor: (noun) an experienced and trusted adviser.

Mentorship is a developmental relationship in which one person, usually more experienced or senior, takes time to assist the career, professional or personal development of someone else, who is known as a mentee, mentoree, or protégé. Mentoring is most often a one-on-one relationship but is sometimes done in groups.

A mentoring relationship is one that is built on trust, in which there is an exchange of knowledge, experience and goodwill.

Some examples of what our mentors may assist with:

- Act as a source of information and insight

- Suggest relevant options regarding career development or strategies for achieving professional goals
- Recommend possible resources to improve specific skills
- Help the mentee solve professional challenges in their working life
- Discuss issues of professional ethics
- Discuss workplace related issues and options for how these may be addressed

## **WHY IS MENTORING IMPORTANT?**

The FPA Women in Financial Planning Mentoring Program is an important component for developing and sustaining satisfying professional careers for emerging female financial planners. Participants in mentoring programs report a number of benefits from their participation: improved confidence, self-awareness, clearer career direction, better communication skills, listening skills, feedback skills, more assertive communication, and enhanced management skills.

## **BENEFITS OF THE PROGRAM**

### **For Mentees:**

- Experienced guidance and support in the profession
- Excellent networking opportunities
- Receiving feedback and developmental guidance
- Identifying professional growth and career planning

### **For Mentors:**

- Contribute back to the profession
- Stay abreast of emerging issues relevant to the profession
- Further development of mentoring skills such as listening, asking questions, guiding, providing feedback, communication and interpersonal skills

This program is not about the mentor finding a job for the mentee.

## **WHO CAN APPLY?**

### **To join as a mentee, you must be:**

- A member of the FPA
- A female working in the financial planning profession (students are eligible if they are studying a financial planning major and if they are working in the profession) who meets **one or more** of any of the following eligibility criteria:
  - 1) Young (16 to 34 years old)
  - 2) Mature (50+ years old)
  - 3) Aboriginal or Torres Strait Islander

- 4) In a rural or remote area (check here - <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator>)
- 5) Re-entering the workforce after a career or maternity break
- 6) Entering the profession for the first time and/or changing your career to financial planning
- 7) Wishing to upskill or refresh your skills in order to achieve leadership roles within the profession
- 8) Experiencing financial hardship
- 9) A new migrant

**To join as a mentor, you must:**

- A male or female within the financial planning profession
- Member of the FPA
- Have at least 3- 5 years' experience in one or more of the following areas: client service or associate adviser roles, paraplanning, business development, compliance, practice management or advice roles

Both mentees and mentors must also be willing to attend program webinars and complete the training provided.

## **Application Process**

Mentees and mentors will be asked to complete a short application form to assess their eligibility for the program and to collect details about what they are looking for in a mentoring partner.

## **WHAT'S INVOLVED?**

The FPA Women in Financial Planning Mentoring Program is a 6-month program commencing on 14 February 2022. Mentors and mentees will be matched according to application details and are required to attend three events - Program Launch, Mid Progress Review and Program Close – all of which will be delivered via Webinars

During the program, mentors and mentees will be expected to be in contact at least monthly.

Mentees and first-time mentors will also be expected to complete Art of Mentoring online training module to prepare them for their mentoring relationship. Acceptance into the program is conditional upon your commitment to completion of the training.

During the program, you will receive frequent communications from the FPA Women in Financial Planning Program Manager, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting mentees.

During and at the end of the program you will be invited to provide feedback about your experience.

## **TO WHAT AM I COMMITTING?**

<b>ACTIVITY</b>	<b>TIME REQUIRED</b>
Training, reading and workshops	Up to 1/2 day in total
Preparation and time spent in mentoring conversations & follow-ups	1-2 hours per month
Program surveys	1/2 hour in total
<b>KEY PROGRAM DATES</b>	
Applications Open	Tuesday 2 November 2021
Program Information Webinar	Tuesday 16 November 2021
Applications Close	Friday 14 January 2022
Matches Notified	By early February 2022
Program Launch Webinar	Monday 14 February 2022
Mid Progress Review Webinars	Mentees: Friday 20 May 2022 Mentors: Friday 20 May 2022
Program Close Webinar	Friday 19 August 2022

## **PROGRAM MATERIALS**

Once you apply and are matched, all the materials you need will be available for you online. The online mentoring platform will allow you to access your partners details, communicate with the program manager, and access training and resources.

## **WHAT DO I DO NEXT?**

Please submit your application by 14 January 2021, by completing the application found here <https://fpa-mentoring-program.aomapp.net/>.

Mentees will be asked questions about their background, and what they would like to achieve by working with a mentor. Mentors will be asked about the areas in which they feel comfortable mentoring. Please give as much information as you reasonably can as it will assist the matching process.

You will be advised if there is a suitable match by early February 2022.

### **WHAT IF I AM NOT SELECTED?**

We will endeavour to match all mentees that apply, provided that we have a suitable mentor. Some mentors may not be matched if their expertise/ experience is not suitable for any applicants. If we don't have a suitable match for a mentor, we won't pair you for the sake of putting you in the program.

### **FREQUENTLY ASKED QUESTIONS**

*How long will the mentoring program run for?* The 2022 mentoring program will run for 6 months from 14 February 2022.

*Is the program open to FPA members and non-members?* Only members can participate as mentors and mentees.

*What's the cost?* Mentors and mentees pay no fees. The program is funded by the Department of Prime Minister and Cabinet.

*How many people can participate in the program?* For the 2022 program, a maximum of 100 mentees matched with 100 mentors. So, complete your application as soon as possible if you wish to take part.

*How do I apply?* Go to <https://fpa-mentoring-program.aomapp.net/>

*Why do you need me to provide so much information on my application form?* The information you provide will help us 'match' the right mentee with the right mentor, based on experience, skills and what you both want to achieve from the program.

*When will I know if I've been successful, and if so, who I've been matched with?* We will contact you via email to confirm whether you've been accepted into the program and who has been selected as your mentoring partner.

It's important to note we won't 'match for matching sake'. If a suitable match is not available, you may be able to apply or transfer for future programs.

You should hear from us by mid-February as to whether you have been matched.

*What will I have to do if my application is successful?*

If your application is successful, you will need to attend three events - Program Launch, Mid Progress Review and Program Close – all of which will be delivered via Webinars. Please see key dates table.

You will also be asked to complete the Art of Mentoring online training. The training will take 60 – 90 minutes and will help provide you with the knowledge and skills to have a successful mentoring relationship.

It will be up to each pair to establish their own timetables for their one-on-one meetings, which would probably take place at least monthly throughout the program.

*Will discussions between mentees and mentors be confidential?*

Absolutely! Great mentee/mentor relationships are based first and foremost on trust. Your participation in the program is confidential and you will agree with your mentoring partner how you will handle confidentiality between you.

*Will I be able to claim CPD hours in my role as a mentor or mentee?*

As mentoring activities are individuated for each mentor / mentee, it is not possible to determine a broad coverage of accredited CPD for the mentoring program. Where an activity in the mentoring program meets qualifying CPD, you may apply the activity to non-accredited CPD (qualifying CPD), up to 12 hours per CPD year, which you self-assess to determine if it meets qualifying CPD. For details of non-accredited CPD (qualifying CPD), please refer to the FPA CPD [Policy](#).

*Who do I contact for more information?*

If you're interested in finding out more about the program, please visit the mentoring program management platform <https://fpa-mentoring-program.aomapp.net/> in the first instance.

You are invited to attend a free information webinar Tuesday 16 November 2021. Click [here](#) to register.

Questions may be directed to the program manager using the Contact Program Manager button [here](#) or by emailing [veronica@artofmentoring.net](mailto:veronica@artofmentoring.net)