

ACCEPTED MENTOR PROGRAM REQUIREMENTS



Accepted Mentor Program

The FBAA's Accepted Mentor Program endorses those individuals that meet the requirements and criteria for professional mentoring as set out below. As an FBAA Accepted Mentor, your details will be published on the FBAA website and you can use the title 'FBAA Accepted Mentor'.

Accepted Mentor Requirements

Mentoring is a professional relationship where the Mentor assists the Mentee with the development of specific skills and knowledge for their professional growth.

To be endorsed as an FBAA Accepted Mentor, you must meet the following requirements:

1. Be a member of FBAA and be a current loan writer with at least 4 consecutive years of trouble-free lending/finance broking experience; **OR**
2. Be a professionally qualified educator in lending/credit and have worked in the lending sector for at least 4 years; **AND**
3. Provide written proof of your suitability to act as a mentor in-line with either Point 1 or Point 2 above:
 - The completed Accepted Mentor Program Application Form;
 - A copy of your Mentoring Plan;
 - Four written references that support your experience as a Mentor;
 - Your current professional resume; and
 - Evidence of relevant professional membership/s.

Mentoring Plan Criteria

As an FBAA Accepted Mentor, your mentoring plan must include the elements necessary to ensure the Mentee achieves the skills and knowledge to be a competent and responsible finance broker. Your mentoring plan must include, though is not limited to, the following information:

1. A detailed training and coaching schedule;
2. Explains the frequency of contact and the type of contact such as, face-to-face or telephone;
3. Outlines all assessments including the schedule and method (the 'when' and 'how');
4. Lists the requirements regarding the number and type of applications to be submitted;
5. Details the resources that the Mentee will be required to have to fully participate in the mentoring plan such as access to PC, internet, webcam etc;
6. Explains the reporting structure and expectations such as maintaining a logbook of all contact;
7. Provides detailed information regarding all fees including upfront, ongoing, commission splits and any other costs associated with the mentoring plan for the full duration of that plan.

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Mentor Responsibilities

FBAA expects that an endorsed Accepted Mentor will:

- Be transparent in communicating all requirements, criteria, expectations and fees of the mentoring plan to the Mentee.
- Provide the mentoring plan over the agreed period and in the specified way as established at the commencement of the mentoring period with the Mentee.
- Adequately monitor the development of the Mentee, ensuring that the Mentee is achieving competence throughout the duration of the mentoring period, and when competence is achieved, that the Mentee is released from the mentoring arrangement.
- Maintain appropriate professional boundaries with the Mentee.
- Notify FBAA if the Mentee (FBAA member) does not complete the required period of mentoring.

Terms and Conditions

1. All Accepted Mentors must be approved by the FBAA Board, subject to meeting the FBAA Accepted Mentor Program requirements and criteria.
2. The Board reserves the right to refuse to endorse an individual as an Accepted Mentor without showing cause.
3. An Accepted Mentor gives consent for their details to be disclosed on the FBAA website.
4. Employees or representatives of, an organisation that runs a mentoring program, can apply to be endorsed as an Accepted Mentor under that organisation's mentoring program. Where that individual employee or representative leaves said organisation, the individual must submit an alternative mentoring plan for assessment in-line with the Mentoring Plan Criteria. The individual will retain Accepted Mentor endorsement provided the alternative mentoring plan is deemed satisfactory per the criteria.

How to Apply

Please download and complete the Accepted Mentor Program Application Form and email to mentoring@fbaa.com.au with the relevant documents as outlined in the Requirements section of this document.

Got Questions?

Call the national office on 07 3847 8119 or email mentoring@fbaa.com.au.