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|  | Fact Sheet | Inducting and mentoring new members | September 2015  Audience | Chairperson, new members |

This **Fact Sheet** outlines a suggested model for inducting new members to a Regional Council.

## Induction

Inducting newly appointed members of a Regional Council (Council) is a significant and important step in ensuring new members are fully engaged.

Induction is a process of socialising members into an organisation. It is about empowering them with knowledge so they make informed decisions and a meaningful contribution from the time they arrive. Induction should be a well-considered process that includes a range of tasks and activities undertaken over a period of time, both before and after commencing as a member.

#### Councils are integral to the support and development of adult, community and further education in Victoria. A range of induction materials is available to new members to support them in understanding their legislative role. Through shared understanding of what governance is, and strong knowledge of good practice in governing, Council members will be better placed to undertake their roles.

## Mentoring

#### Mentoring is a way of providing support to new Council members in the early stages of their appointment.

Some members appointed to a Council may be familiar with adult, community and further education. However, many aspects of the legislative functions of a Council will be new to members and this knowledge is important to their role. For this reason, newly appointed members need to be able to find help when they require it, through structured support.

Designating a mentor to the new member is the responsibility of the chairperson of the Regional Council. The chairperson should appoint an existing member of Council to this role. The chairperson should also monitor induction and ensure it occurs.

#### Mentors are expected through a planned process to:

* guide and help the new member in the first six months of the role
* use Fact Sheets as a source of advice in understanding the new member’s role
* be a resource and a referral agent
* listen and be a sounding board for the new member
* be approachable and available as agreed.

#### New members are expected, through a planned process, to:

* take responsibility for their development in the inducting and mentoring process
* lead, initiate and drive the mentoring process
* commit to working with the mentor in the first six months of the role
* ask questions and find out about the work of their Regional Council
* be approachable and available as agreed.

The following table provides a suggested framework for inducting new members.

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| **When** | **New member/mentor discussion starter questions** | **Fact Sheets/information** |
| **Before your first Council meeting** | * Have you completed the ‘[Statement by supplier’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubsupplierform.docx)? * Have you completed the ‘[Declaration of private interest’ form](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconflictdec.docx)? * Do you have a copy of your Regional Council’s Charter? * Do you have a copy of your Council’s Statement of Expectations with the ACFE Board? * Have you reviewed your Regional Council member Code of Conduct? * What would you like to discuss before your first Council meeting? | [Fact Sheet | Legislation and governance](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfslegislation.docx)  Your Regional Council’s Charter  Your Council’s Statement of Expectations with the ACFE Board  [Fact Sheet | Code of Conduct for Regional Council members](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubcodeconduct.docx)  [Fact Sheet | Administration](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsadmin.docx)  [Fact Sheet | Conflict of interest](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconflict.docx) |
| **After your first Council meeting** | * Having attended your first Council meeting, is there anything you reflect on that you would like to discuss? * Do you have a copy of the Council’s Consultation Plan? * Do you have a copy of the Regional Council Plan? * What projects is the Council undertaking? * Where are the Learn Local organisations and other providers in the region? * Where is ACFE being delivered in the region? * Where are the opportunities for supporting disadvantaged learners? * Where are the opportunities for connecting learners into the community, further learning and/or work? | [Fact Sheet | Working with the Department](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsworkingDET.docx)  Your Regional Council’s Consultation Plan  Your Regional Council Plan  [Fact Sheet | Understanding ACFE](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsunderstandingacfe.docx)  [Glossary of terminology commonly used in ACFE](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubglossary.docx)  Regional demographic information – disadvantaged learners, Learn Local organisations, other providers and industry |
| **Within the first six months** | * Reflecting on the first six months in your role, is there any aspect of your role that you would like to discuss? * What programs are available to disadvantaged learners in the region? * What types of providers and Learn Local organisations are located in the region? * What education, training and employment pathways are available to learners in the region? | Engagement with Learn Local organisation/s and other stakeholders in the region  Latest [ACFE Board Annual Report](http://www.education.vic.gov.au/Documents/about/department/201314acfeannualreport.pdf)  [ACFE Board *Learn Local Focusing on the Future*](http://www.education.vic.gov.au/Documents/about/research/acfepublications/LLfocusingonfuture.PDF) |

***There are also a number of Fact Sheets that members can and should use as required. These include:***

[Fact Sheet | Membership of Regional Council](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsmembership.docx)

[Fact Sheet | Leading Regional Council](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsleading.docx)

[Fact Sheet | Consulting with stakeholders](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconsultstake.docx)

[Fact Sheet | Regional Council planning](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsplanning.docx)

[Fact Sheet | Advising the ACFE Board](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsadvisingboard.docx)

[Fact Sheet | Regional Council annual review](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubannualreview.docx)

## Further information

All Fact Sheets are available at [www.education.vic.gov.au/about/research/Pages/regcouncilhub.aspx](https://education.edugate-cms.eduweb.vic.gov.au/about/research/Pages/regcouncilhub.aspx)

[Gribble, H. Useful Knowledge: A brief history and description of Adult Community and Further Education in Victoria, ACFE Board](http://www.voced.edu.au/content/ngv%3A95)