MENTORING PROGRAM
Guidelines for Mentors

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Professional Engineers and Geoscientists of BC
www.apeg.bc.ca

Introduction

These *Guidelines for Mentors* (Guidelines) have been prepared by the Mentoring Committee (Committee) of the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC). They are intended for use by mentors registered with the Mentoring Program (Program) and complement other documents that should also be read and applied, such as:

- *Mentoring: Building an Effective Relationship*, by Dench, Hutchinson and Levine. For copies, contact the APEGBC office.

The Program embodies the concept of the "Training Triangle," which is a three-way communication link formed and maintained by the mentor — between the trainee, the trainee's supervisor and the mentor.

Aim

These *Guidelines* provide a brief and concise layout of the program's requirements. They will ensure that there is a continuity of method from mentor to mentor and that there is a common understanding amongst all members of the program.

This document should be a living document, continually being updated with experiences gained by trainees, mentors and Committee members. The document should assist the mentors by providing a structure and should highlight the benefits a mentor should get from the program.

Mentor Qualifications

The only formal qualification required of a mentor is that they be a registered professional engineer or geoscientist in the province of British Columbia. In addition, the mentor should have an interest in the training and professional development of engineers/geoscientists. The mentor must believe in the potential of junior engineers/geoscientists and seek to stimulate the EIT/GIT in engineering/geoscience and their desire to achieve registration.

The mentor must have sufficient experience to be able to advise the EIT/GIT on the politics of the workplace. The mentor should also be experienced enough to be able to recognize whether the EIT/GIT is taking on duties for which they do not have the necessary skills.

Mentor Benefits

The achievement of PEng/PGeo for the EIT/GIT should be rewarding for both mentor and trainee.

Through discussion of technical topics, the mentor will often learn from the trainee, if the mentor is open to this interaction.

By witnessing and steering the development of an EIT/GIT through their formative years, the mentor will gain a valuable insight into the problems, hurdles, inspirations, and stimulators facing engineers/geoscientists in the early stages of their career. This insight can be applied in the mentor's workplace, and in other areas where interpersonal skills are useful.

Mentor Training

A Mentor Training Workshop will be provided by the Committee at least once per year. Mentors should make every effort to attend this session in order to communicate with other mentor/trainee pairs and the Committee and to gather information regarding the program. The Committee should be informed of any other relevant training courses or materials for distribution to other mentors.

Mentor Functions

1. **Meetings** - The mentor should organize a meeting with their trainee every 4 to 6 weeks. The meeting should last one to two hours and cover the standard agenda format (provided). The mentor should review progress on the 4-year plan, discuss an interesting technical problem, allow the trainee to seek advice on any career-related problems and identify training needs and available courses. The mentor should attempt to make themselves aware of suitable training courses for the trainee.

2. **Trainee's Four-Year Plan** - The program is aimed at EITs/GITs. As such, the mentor and trainee should both be working towards gaining and documenting sufficient experience to allow the trainee to meet all the requirements of the APEGBC Registration

Committee. The first function of the mentor should be to ensure that the trainee prepares a four-year plan for their early career development toward registration. The mentor should assist in the preparation of this plan and review the final document. The mentor must ensure that the trainee's employer is involved in the preparation of the plan and that the employer has accepted the completed plan. The review should ensure that the plan contains the following:

a) On completion, the trainee will have gained sufficient engineering experience to meet the requirements laid out in the APEGBC Program Guide for Engineers & Geoscientists-in-Training. These are laid out under the titles of The Association, Experience Required for Professional Registration, Professional Development, The Log Book, The Professional Interview, and The Professional Practice Examination.
b) Further education requirements necessary to acquire specific work-related knowledge.
c) Technical advancement through professional/learned societies — level of input, meetings, contributions by way of papers or membership of working parties.
d) Target date for professional interview, and application for registration.
e) Progression of trainee through the ranks of their present company — target dates for promotion and temporary/rotational positions required to gain rounded experience necessary for professional registration.
f) Inclusion of an array of suitable demanding projects to develop design, construction, specifications, communication, economic, contract preparation, project engineering, and project management experience.

3. **Reporting** - Following each mentor/trainee meeting, the mentor should prepare a report using the standard format and submit it to the Committee for comment. This report should be agreed as an accurate and acceptable representation of matters discussed at the meeting by the trainee before submission.

4. **Professional Interview** - The mentor is expected to help the trainee prepare for the two-year Professional Interview. Logbooks and other relevant experience information should be reviewed.

5. **Application for Registration as a Professional Engineer or Geoscientist** - The mentor should assist the trainee by reviewing the logbook, and the application forms. The mentor should review the documents to ensure that they fully justify the EITs/GITs training and present the information that is relevant to the Registration Committee. The mentor can also advise on presentation.

6. **Professional Practice Exam** - The mentor is expected to coach the EIT/GIT for this exam.

7. **Facilitator of the Training Triangle** - The mentor should encourage the involvement of the trainee's supervisor in the Mentoring Program. The mentor, trainee, and supervisor should create a Training Triangle. Though the mentor should never come between the supervisor and EIT/GIT, the mentor can ensure that the supervisor and EIT/GIT are communicating effectively and fully. The supervisor commitment to the trainee's career plan and involvement in the Mentor Program must be gained.

8. Mentors should consider applying to the Registration Committee for appointment as an interviewer for the professional interview of EITs/GITs, but not their own trainee.

9. Encourage other professional engineers and geoscientists to join the program.