



## 01 Information Sheet

### What is Mentoring 2 Work?

Mentoring 2 Work (M2W) is an Australian Government funded initiative through the Try, Test and Learn Fund (TTL) by the Department of Social Services (DSS). The M2W program has been designed to be young adult focused. The program will improve their job readiness and develop skills that improve chances of job placement!

Young adults (mentees) will be matched with a mature volunteer mentor who have strong business and workplace connections. The mentoring will take place through face-to-face mentoring over the first 3-month followed by one-on-one contact (telephone, etc) over the next 3-months. Young adults will work with their mentor on different activities in the Career Pathways Toolkit to map a career. These activities have been designed to prepare young adults for employment. Mentors will also guide and support young adults through the employment process.

### Why should I take part?

Some of the benefits of becoming a part of the M2W program are listed below:

#### Young Adult

- Support from an experienced professional
- Improve your opportunity for employment
- Expand your network
- Improved quality of employment
- Improved job readiness, skills training
- Increased wellbeing and self confidence

#### Mentor

- Give back to the community
- Share life experience to young adults
- Open up your network to young adults
- Sense of achievement
- Grow own networks
- Increased wellbeing

### Program Evaluation - who will review and evaluate the program?

The evaluation of M2W will provide an insight for the Department of Social Services (DSS) on the impact of the program and the lessons learned around approaches for future investment into long-term unemployment for young adults 18 to 25 years.

Evaluations will be conducted by:

- M2W Team: we are required to upload data into DSS's Data Exchange System (DEX), with the information being shared from this platform. This information will give DSS an overarching evaluation of M2W.
- The TTL Evaluation Team reports to DSS, including consists of University of Queensland (UOQ) and University of Melbourne (UOM). You may be approached by the TTL to participate in online surveys.
- The evaluation team at the University of Western Australia's Centre for Social Impact (UWACSI), works closely with the M2W team. Periodic reviews by UWACSI will be conducted through the completion of online surveys and invitations to attend focus groups at UWA. These reviews of the program will enable the continual improvement of M2W.

## Will anyone know I took part in the evaluation?

All personal data collected will be treated as confidential; it will be used for evaluation purposes only. For example, contact details used to contact you for the research purposes will be kept confidential and do not pass to anyone from outside the Project and Evaluation Teams.

All your personal information is protected by law, including the Privacy Act 1988 (Privacy Act) and the Australian Privacy principles (APPs). Personal information includes name, date of birth, contact details, education, employment history, and details of personal circumstances.

## What does Mentoring 2 Work require from me?

### ❖ Young Adult - we require you to:

- meet the eligibility criteria of the M2W program [*aged between 18 and 25 years at the time of enrolment; unemployed for more than 6 months; receiving Centrelink payments; and a desire to 'give-it-a-go' in changing your pathway to work through mentorship*];
- have voluntarily applied to join M2W by completing the enrolment form and submitting it to [mentoring2work@cotawa.org.au](mailto:mentoring2work@cotawa.org.au);
- agree to meet face-to-face<sup>1</sup> with your mentor six (6) times for 1-1.5 hours over the first 3 months followed by support through telephone contact and/or meeting as required over the following 3 months;
- voluntarily commit to the participation in the evaluation of the program;
- voluntarily consent to the release of information to the M2W Evaluators;
- read and confirmed acceptance of the M2W Code of Conduct Policy (02) and the M2W Terms of Agreement (06);

### ❖ Mentor - we require you to:

- have voluntarily applied for the program by completing the application form and submitting to United Way WA (UWWA), our partner. (*On our behalf, UWWA, will complete and obtain a National Police Check, reference checks and will conduct an interview to determine your suitability as a mentor for M2W*);
- agree to complete the M2W mentor training (1 x 3-hour compulsory training session), EOI for additional 4 development sessions;
- reasonably comply with invitations from the M2W Team to attend group functions;
- agree to meet face-to-face<sup>1</sup> with the young adult six (6) times for 1-1.5 hours over the first 3 months followed by support through telephone contact and/or meeting as required over the following 3 months;
- provide the required information to the M2W team, following mentoring sessions to assist with the support and development of the young adult and assist;
- voluntarily consent to the release of information to the M2W Evaluators;
- voluntarily commit to the participation in the evaluation of the program;
- read and confirmed acceptance of the M2W Code of Conduct Policy (02) and the M2W Terms of Agreement (04);

## Can I withdraw if I want to?

Your participation in this project is voluntary and you are free to withdraw at any time. To withdraw, please contact a the M2W team on 9472 0104 or email [m2w@cotawa.org.au](mailto:m2w@cotawa.org.au)

## Who can I contact if I have any questions?

As the program is completely voluntary, you are free to discuss any concerns with the M2W team on 9472 0104, or by emailing [m2w@cotawa.org.au](mailto:m2w@cotawa.org.au)

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<sup>1</sup> Please read the M2W COVID-19 Policy Sheet 03 on meeting in person with your Mentor/Mentee  
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