

The Compass Award

Mentor Guide



The Compass Award is a program of discovery for young people aged 10-13 years, which fosters positive attitudes towards learning and creates an environment for engagement and interaction with their community.

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Mentors

Mentors play a crucial role in the success of The Compass Award.

The Mentor is an adult who has some skill, expertise and/or qualifications in the activity being undertaken by the Participant. In most circumstances, **a Mentor should not be a close family member.**

Participants identify their Mentor for each section at the start of their activity; they should discuss this choice with their parents and Coordinator to ensure that their choice is appropriate.

Participants should discuss their goal for each activity with their relevant Mentor at the start of that activity and take guidance from the Mentor as to the appropriateness and challenge in that goal and revise it as necessary. The Mentor need not be present every time the Participant practices or engages in that activity, but they must have regular contact with the Participant to ensure they are supported and progressing as expected.

A Mentor can assess more than one Participant, and they may also be qualified to assess across multiple activities. Mentor's may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement.

Mentors MUST have a current Working With Children Check and agree to and sign the Code of Conduct (see page 3-4).

Mentors complete a final report to verify that the Participant has achieved the requirements for the relevant activity.

Mentor Roles and Responsibilities

Mentor Roles and Responsibilities are listed below. If you are willing to act as a Mentor, you will be asked to agree to the **Code of Conduct**.

1. As the Participant is under 18 years of age, and as per the Child Safe Standards requirements in Victoria, you must have a Working with Children Check. Please update your WWC Check and list the participants Licenced Operator as an additional Organisation you are working with.
2. Be suitably experienced and/or qualified in the activity in which you are assessing.
3. Agree to the Code of Conduct before undertaking any assessment.
4. Be approved by the Participant's Coordinator and therefore the Licenced Operator prior to the Participant commencing the activity with you as their Mentor.
5. Understand the relevant Award requirements for the Section you are assessing.
6. Assist the Participant to identify and set achievable SMART goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals they have set.
8. Ensure the Participant undertakes Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity and sign off the Participant's records to verify they have achieved the requirements of The Award.
11. Undertake your role as a Mentor in a safe working environment. This includes taking reasonable care for your own health and safety; that your conduct does not adversely affect the health and safety of others; that you comply with any reasonable instructions relating to health and safety; and that you comply with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.

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Meeting the Victorian Child Protection requirements

Before working with Participants, Mentors **MUST** have met the requirements of Victorian Child Safe Standards **AND** have a current Working With Children Check:

- **Victorian Child Safe Standards** www.ccyp.vic.gov.au
- **Working With Children Check (FREE)** www.workingwithchildren.vic.gov.au

Teachers registered with the Victorian Institute of Teaching already meet the WWCC requirements.

What is the next step?

Please read the Volunteer Code of Conduct on the following pages and complete the Code of Conduct. This form must be completed and returned to the Coordinator prior to the Participant undertaking any Compass Award related activities with you.

How do I complete my Mentor Report?

The Participant will record their activity logs within their Record Book, there is space provided for you to write a brief report on what you have observed and what the participants have learnt throughout the activity

The Compass Award Code of Conduct



FOR THE PURPOSES OF THE COMPASS AWARD, THIS CODE OF CONDUCT APPLIES TO ANYONE OVER THE AGE OF 18 WHO ASSISTS WITH THE COMPASS AWARD, EITHER IN A PAID OR UNPAID CAPACITY.

THIS INCLUDES ALL COORDINATORS, MENTORS AND SUPERVISORS.

Approving me as a Coordinator/Mentor/Supervisor in relation to The Compass Awards, I undertake that I will:

1. Comply at all times with the requirements of The Compass Award (as per participants record book).
2. Meet all applicable Child Safe Standards requirements in Victoria and hold a current WWCC/VIT.
3. Undertake training and meet accreditation requirements, as appropriate.
4. Respect the privacy of persons served by The Compass Award and hold, in confidence, sensitive, private and personal information collected in accordance with Privacy statement within the Compass Reference book.
5. Immediately advise the Licenced Operator of any matter of which I am involved or aware of that has or could lead to criminal conviction. I will also report any incidents where I believe any person has acted in a way which may be detrimental to the good name and spirit of The Compass Award.
6. Represent The Compass Awards with professionalism, dignity and pride, and be responsible for conducting myself with courtesy, appropriate behaviour and be a positive role model.
7. Take reasonable care for my own health and safety and that of any other person who may be affected, including people I am supervising or who are considered to be in my care.
8. Follow through and complete agreed tasks and commitments.
9. Maintain a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse or neglect.
10. Work co-operatively as a team member with employees of The Compass Award and other Coordinators, Mentors and Supervisors.
11. Only assess activities for The Compass Award, for which I am suitably qualified and/or experienced.
12. Copy and distribute materials the Coordinator gives me for the purposes of The Compass Award and not otherwise use them without the prior written consent of The Compass Award.
13. Not use any of The Compass Award materials in any way which would bring The Compass Award or Licenced Operator, into disrepute.
14. Immediately stop the use of all Award materials once my involvement with The Compass Award ends.
15. Ensure that any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to The Compass Award and I assign all rights, including intellectual property rights in them, to The Compass Award.
16. Ensure that any documents, collateral, website pages or other items that utilise the Awards logo meet all requirements of Brand and Style Guidelines.

The Compass Award Code of Conduct

Please complete and return to the Licenced Operator (to the Compass Coordinator) prior to undertaking any Compass Award activities with a Compass Participant.

Participant Information

Participant Name	
Licenced Operator School/Organisation	

Compass Level (tick)	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4
Compass Section (tick)	<input type="checkbox"/> Physical Activity	<input type="checkbox"/> Hobbies
	<input type="checkbox"/> Volunteering	<input type="checkbox"/> Exploration

Mentor Agreement

Name		Date of Birth	
WWCC No or VIT			
Address			
Email		Phone	
Skills/experience/qualifications relevant to Participant's activity			
<input type="checkbox"/>	I am aware of my obligations as outlined in this document and that my approval as a Mentor in relation to The Compass Award may be terminated as a result of any breach by me of the undertakings in this document		
<input type="checkbox"/>	I agree to the above terms of the Code of Conduct		
<input type="checkbox"/>	I undertake to assess/supervise for Award Activities only in areas where I am suitably skilled/experienced or qualified		
<input type="checkbox"/>	I am over 18 years of age		
<input type="checkbox"/>	I have read, understood and agree to comply with the Mentor Roles and Responsibilities as outlined above		
<input type="checkbox"/>	I have updated my details with Department of Justice in relation to my WWC Check and listed the Participant's Licensed Operator as an organisation I volunteer with.		

I hereby state that all the information provided on this application is true and correct.

Signature

Date:

Please complete and return to the Licenced Operator (Compass Coordinator) prior to undertaking any Compass Award activities with a Compass Participant.