



ZiDCEP Mentorship Policy

Introduction

ZiDCEP supports mentoring as an important element to members' development and growth within the built environment. This policy has been developed to compliment work-based initiatives by providing vital career guidance and support to graduates and less-experienced members in targeted or identified areas of development.

Mentorship is where a more experienced person (the mentor) assumes limited responsibility for assisting a less experienced person (the mentee) to enhance the knowledge and skills of the less experienced person and help them develop and grow both professionally and personally. ZiDCEP's mentorship programmes are intended to be a voluntary arrangement entered into between a mentor and a mentee, subject to a formal agreement in writing between the parties.

Objectives

- learning and development of the mentees' practical skills of performing their role(s) and/or responsibilities
- build a culture of knowledge sharing and support within the association and industry at large
- provide an alternative means of learning and developing skills and knowledge

Why Mentoring?

ZiDCEP recognises the challenge that is often faced by ethnic minorities in developing their skills in the workplace once they have started on their career journey. This often leads to frustration and a lack of progression hence the reason why mentorship was put forward as one of the prime objectives of the association. It is therefore anticipated that mentees will be able to derive the following benefits:

- Improved soft skills
- Stronger networks and support systems
- Empowerment and accountability
- Increased confidence and access to new opportunities through guidance, emotional support, motivation, and role modelling

Roles & Responsibilities

Mentorship Team

The mentorship team within ZiDCEP is responsible for overseeing this programme. The extent of their responsibilities includes:

1. Identifying mentee(s) (based on needs and roles)
2. Advertising to the wider group & request volunteers to act as mentor(s)
3. Match & connect mentors with mentees
4. Keeping track of progress and making any necessary changes or interventions to ensure that the programme remains relevant and beneficial to the mentees.

Mentor

This should be a more experienced person in particular role or subject area. The mentor and mentee are expected to preserve confidentiality of their relationship and discussions between them. The mentor is expected to guide and support the mentee in their role or subject area. The extent of the mentor's role will involve:

1. Sharing expertise and experiences;
2. Analysing problems presented by the mentee and proposing solutions;
3. Introducing the mentee to resources, people or networks that will assist them in the career growth and development; and
4. Capture feedback and areas for improvement for the mentoring process and its intended outcomes

Date of Review or Revision	Reason	Author
December 2022	Drafted	P Mareya
December 2022	Amended	T Bizabani
December 2022	Approved	W Kunaka



Mentee

This is usually a graduate or less-experienced person in a particular role or subject area. The mentee is expected to:

1. Engage with Mentor, discuss and establish your mentorship programme
2. Initiate meetings and discussions with the mentor
3. Take responsibility for identifying their needs and communicating to the mentor
5. Share programme and progress with Mentorship team
6. Capture feedback and areas for improvement for the mentoring process and its intended outcomes

Monitoring and Evaluation

All parties involved in the mentorship process will be consulted for feedback for improvement of the process.

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