

EMERGING PROFESSIONALS BUDDY PROGRAM



Transport
Professionals
Association

Emerging Professionals Buddy Program Guidelines

Introduction

The Transport Professionals Association (formerly AITPM) is a peak industry body that connects and represents transport professionals across Australia.

We support transport professionals at all stages of their career by providing them with industry leading resources and access to a full calendar of networking, events and professional development opportunities.

Our support and guidance ensure they are best placed to design, develop and shape safe, sustainable and thriving communities.

The Transport Professionals Association (TPA) endeavours to continue to welcome and support the next generation of practitioners to ensure innovation and best practice is maintained in the field. The **Emerging Professionals Buddy Program serves as an opportunity to fulfill this “mentoring” role** through intergenerational knowledge sharing and networking. The key features of the Program are as follows:

- Six-month duration where each mentee (aka “Junior Buddy”) will have the opportunity with one mentor (aka “Experienced Buddy”).
- Experienced and Junior Buddies will be selected through an application process and matched based on areas of interest (where possible).
- The Program launch event will allow Experienced and Junior Buddies to attend to have their first meetings and better understand the Program.
- Attendance to networking and knowledge share events, organised by the EPN for professionals, is encouraged to facilitate the mentoring process.
- Experienced and Junior Buddies will be required to read, understand and accept the conditions in the “Emerging Professionals Buddy Program Guidelines” (this document) and sign the “Emerging Professionals Buddy Program Agreement” (see appendix) as a commitment to the Program.
- Each Experienced and Junior Buddy will be given the freedom to approach the Program in any manner that best accommodates the individuals and make the best of the opportunity.
- Participants will be required to complete a feedback form at the end of each rotation.

What is mentoring?

Mentoring is “a positive, supportive relationship, encouraging young people to develop to their fullest potential” (Mentor Support Network, 2020). In a professional context, and in the Emerging Professionals Buddy Program, a mentor should have expertise and experience in a discipline that can be shared with junior colleagues. Most importantly, a mentor must have an interest in the growth of

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the mentee's capabilities and provide guidance, knowledge, and constructive feedback throughout the process. As a mentee, it is important to seek support and professional development guidance from an experienced transport professional. The Emerging Professionals Buddy Program intends to assist young transport professionals to understand the professional transport landscape and to develop successful careers that will contribute to society as a whole.

Eligibility

All participants must be Transport Professionals Association (TPA) members and uphold the values and vision of the organisation.

Junior Buddy / Mentees

Junior Buddies may be **undergraduate students** interested in the transport engineering field who are in their final year of study, or **graduates who are in their first two years** of full-time employment.

Experienced Buddy / Mentors

Experienced Buddies can be professionals with **at least 3 years of industry experience** as a transport practitioner. Experienced Buddies must have excellent communication skills, a desire to contribute to the future of the transport profession and the ability to commit to at least **one meeting per month** for the six month program. It is **strongly recommended** to have at least a **30-minute meeting per fortnight** to make the most of this opportunity.

Matching Experienced and Junior Buddies

The matching of Experienced and Junior Buddies is undertaken by the relevant AITPM EPN Committee. Experienced and Junior Buddies are asked to complete an application form to match compatible participants with similar interests and maximise the benefit of the program. Successful participants will be notified at least three days prior to the launch of the Program.

Participant Roles and Responsibilities

What do Junior Buddies do?

- Develop a schedule of agreed meeting times with each Experienced Buddy over the duration of the rotation.
- Attend and contribute to discussions within each session with the Experienced Buddy.
- Briefly document the mentoring experience and lessons learned to establish the value of the mentoring process.
- Where possible, attend networking and knowledge share events organised by the AITPM EPN committee.
- Participate in program evaluation and review.

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What do Experienced Buddies do?

- Contribute to the arrangement of a schedule of agreed meeting times with each Junior Buddy over the duration of the rotation.
- Conduct and lead a discussion with your Junior Buddy.
- Where possible, attend networking and knowledge share events organised by the state Emerging Professionals Network (EPN) committee.
- Participate in program evaluation and review.

Organisation of Meetings

- It is recommended that the organisation of meetings outside of TPA organised events are scheduled at the end of the previous meeting.
- If face to face meetings are convenient for both the Junior Buddy and Experienced Buddy, these should be organised in public spaces or in an office space where one of the parties are an employee.

Benefits of the Emerging Professionals Buddy Program

Mentoring through programs such as the Emerging Professionals Buddy Program can make significant impacts on the lives of both Experienced and Junior Buddies. The consistent presence of a caring, knowledgeable and considerate senior professional can foster an enjoyable transition into industry for the Junior Buddy. The Experienced Buddy is able to interact with the next generation, expand networks and learn valuable communication and interpersonal skills during the process. Other key benefits include:

- Recognition of skills, knowledge and commitment to profession.
- Development of skills and knowledge.
- Increase confidence and self-esteem.
- Increase likelihood of success.

Confidentiality and Data Privacy

TPA is committed to securing your data and keeping it confidential. The Emerging Professionals Buddy Program will be managed and delivered by a sub-committee within the relevant state, Emerging Professionals Network (EPN) committee who will assess applications. All names, contact information and other personal information will be held in strictest confidence amongst the panel of assessors. The AITPM has done all in its power to prevent data theft, unauthorised access, and disclosure by implementing the latest database technologies to help safeguard all the information we collect online.

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Termination

In the unfortunate event that the individual voluntarily decides to end their participation in the Program, at least one week notice is to be provided to the Program Coordinator in an email and to their Buddy. This will allow the EPN to organise a new pairing. The departing individual will be required to complete a feedback form on the Program and their experience to that point in time.

Alternatively, in the case that any individual does not adhere to the Emerging Professionals Buddy Program Guidelines, TPA has the right to end all involvement in the Program on short notice.

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Emerging Professionals Buddy Program Agreement

Please read and understand Transport Professionals Association values and objectives here:
<https://transportprofessionals.com.au/about/about-tpa>

The following individuals agree to uphold the values, principles and vision of the Transport Professionals Association (formerly AITPM) whilst participating in the Emerging Professionals Buddy Program:

Experienced Buddy (Name and Signature): _____

Junior Buddy (Name and Signature): _____

Please complete the following Emerging Professionals Buddy Program Agreement and send to:
(contact email to be provided at a later date)

We, _____

And _____

(Experienced and Junior Buddy)

Voluntarily commit to the Transport Professionals Association Emerging Professionals Buddy Program for the six month duration.

We will:

- Meet _____ (weekly, fortnightly, monthly or other specified interval).
- Have a genuine interest in and commitment to the TPA Emerging Professionals Buddy Program.
- Attend Buddy Program events organised by the TPA EPN.
- Try to attend any other events held by TPA and the TPA EPN.
- Respect one another and maintain strict confidentiality.
- Be honest, supporting and attempt to resolve issues that may be raised in meetings.

We acknowledge that either person has the right to discontinue mentorship for any reason and we will follow the Program's termination guidance as outlined in the Program Guidelines.

Experienced Buddy Signature: _____

Junior Buddy Signature: _____

Date: _____