

## AITPM YPN Buddy Program Guidelines

### Introduction

The Australian Institute of Traffic Planning and Management Ltd (AITPM) is the main industry organisation for practitioners in traffic and transport planning and management. The AITPM prides itself on providing leadership in the field. The organisation contributes to the development and management of transport infrastructure leading to a sustainable environment that benefits all Australians. Part of the role of the AITPM is to continually welcome the next generation of practitioners to ensure innovation and best practice is maintained in the field. The **AITPM YPN 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 two mentors (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 AITPM YPN 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 “AITPM YPN Buddy Program Guidelines” (this document) and sign the “AITPM YPN 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 AITPM YPN 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 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 AITPM YPN 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 AITPM 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 year** of full-time employment.

#### Experienced Buddy / Mentors

Experienced Buddies can be young professionals with an **industry experience between 3 and 10 years** as a transport practitioner. Experienced Buddies must have excellent communication skills, a desire to contribute to the future of the transport profession and ability to commit to at least a **one hour meeting per month** for the six month program. It is **strongly recommended** to have at least a **one hour 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 YPN 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 YPN committee.
- Participate in program evaluation and review.

### **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 discussion with your Junior Buddy.
- Where possible, attend networking and knowledge share events organised by the AITPM YPN committee.
- Participate in program evaluation and review.

## **Organisation of Meetings**

The organisation of meetings outside of AITPM organised events must adhere to the following:

- Participants must abide by the relevant COVID health orders when determining possible communication methods.
- If face to face meetings are permissible and convenient for both the mentee and mentor, these must be organised in public open spaces or in an office space where one of the parties are an employee.

## **Benefits of the AITPM YPN Buddy Program**

Mentoring through programs such as the AITPM YPN 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**

The AITPM is committed to securing your data and keeping it confidential. The AITPM YPN Buddy Program will be managed and delivered by a sub-committee within the relevant AITPM YPN 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.

## **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 AITPM YPN 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 AITPM YPN Buddy Program Guidelines, AITPM YPN has the right to end all involvement in the Program on short notice.

## Appendix: AITPM YPN Buddy Program Agreement

Please read and understand the AITPM values and objectives here: <https://www.aitpm.com.au/about-us/about-aitpm>

The following individuals agree to uphold the values, principles and vision of the AITPM whilst participating in the AITPM YPN Buddy Program:

Experienced Buddy (Name and Signature): \_\_\_\_\_

Junior Buddy (Name and Signature): \_\_\_\_\_

Please complete the following AITPM YPN 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 Australian Institute of Traffic Planning and Management Young Professionals Network (AITPM YPN) 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 AITPM YPN Buddy Program.
- Attend Buddy Program events organised by the AITPM YPN.
- Try to attend any other events held by the AITPM and the AITPM YPN.
- 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: \_\_\_\_\_