



# Australian Institute of Kinesiologists Ltd

Industry Body Representative for Kinesiology

## Mentoring / Peer Mentoring Policy

## Table of Contents

<b>PURPOSE</b>	<b>3</b>
<b>BACKGROUND</b>	<b>3</b>
<b>DESCRIPTION</b>	<b>3</b>
<b>DIFFERENCE BETWEEN MENTORING AND PEER MENTORING</b>	<b>4</b>
<b>Q&amp;A FOR MEMBERS</b>	<b>4</b>
<b>Q&amp;A FOR MENTORS / PEER MENTORING</b>	<b>8</b>
<b>DEFINITIONS</b>	<b>10</b>
<b>APPENDIX A - MENTORS DECLARATION FORM</b>	<b>11</b>
<b>APPENDIX B - AIK LTD MENTOR RECOGNISED LIST</b>	<b>12</b>
<b>APPENDIX C - NOMINATE A MENTOR/ PEER MENTOR</b>	<b>13</b>



## PURPOSE

The purpose of this document is to outline a new compulsory Mentoring/ Peer Mentoring requirement for all registered practicing members of the AIK Ltd. Such as;

- Registered Professional member
- Registered Specialist Professional member
- Associate Fellow member
- Fellow member
- Life / Honorary member
- Standard member
- Registered member

## BACKGROUND

The current Diploma of Kinesiology HLT51507 and /or HLT52415 includes a mentoring component, where students are mentored in supervised practical clinics, thus bringing the membership in line with academic qualifications.

In the work force, most registered health care workers are required to partake in mentoring. Mentoring can provide support on a number of levels; mentally, emotionally, academically and for business acumen.

Many Kinesiologists are in private practice and some work in isolation without support. The AIK Ltd recognizes that mentoring is an essential element to professional support and business success.

The AIK Ltd NE Board recognizes that members have sought their own Mentors without being required by AIK Ltd previously. This policy enables those members to be recognized by the AIK Ltd for their professional and ethical conduct.

## DESCRIPTION

This document details the new compulsory Mentoring / Peer Mentoring requirement commencing January 2018 for 2019 AIK Ltd membership renewal. It covers AIK Ltd's requirements for members to meet Mentoring / Peer Mentoring standards and is set out in a Question and Answer format. It is for members and mentors alike. It does not include requirements of any other association, which may differ.

## DIFFERENCE BETWEEN MENTORING AND PEER MENTORING

Mentoring occurs when there is a gap of experience between the mentor (An AIK Ltd recognised mentor) and the member. The mentor is significantly more experienced than the member. For example the mentor may be a former teacher of the member.

Kinesiologists with less than five (5) years clinical experience must have Mentoring.

Peer Mentoring can occur when there is no significant gap in experience and both the Peer Mentor (An AIK Ltd recognised mentor) and the member have at least five (5) years clinical experience. The peer can be a friend or work colleague of the member.

Kinesiologists with more than five (5) years clinical experience can have Peer Mentoring or Mentoring.

## Q&A FOR MEMBERS

### 1. How many hours of mentoring do I need annually?

Eight (8) Hours annually for Registered Practicing Kinesiologists;

- Standard member
- Registered member

Five (5) Hours annually for Registered Practicing Kinesiologists;

- Registered Professional member
- Registered Specialist Professional member
- Associate Fellow member
- Fellow member
- Life / Honorary member (whom is still working in a clinical practice)

### Exemptions

Members with Student memberships are exempt because the mentoring requirement as it is part of their diploma and they are not considered practicing members by the AIK Ltd. The below members are exempt from mentoring;

- Associate member
- Student member

**Special Consideration** may be afforded to members who can't meet these requirements due to extenuating circumstances such as Maternity leave, or illness. If you think you qualify for this consideration you must contact the AIK Ltd office via email on [info@aik.org.au](mailto:info@aik.org.au) for support with this review by the AIK Ltd NE Board.

## **2. Does mentoring have to be done in person?**

No, you can do mentoring via Skype, over the phone, Web Cam, or other similar technologies with real time conversation. This gives you flexibility to choose a mentor anywhere in Australia or Overseas. The member must ensure that the mentor is recognised by the AIK Ltd prior to engagement of this professional support.

## **3. How do I find a mentor?**

The AIK Ltd will provide a list of approved mentors. See Appendix B of this document or contact AIK Ltd.

## **4. Can I choose a mentor not on the AIK Ltd list?**

You will need to apply to the AIK Ltd to have the suggested person accepted as a mentor/ peer mentor and added to the AIK Ltd recognised mentor list. To do this they must meet all requirements set out in Question 16 & 17 of this document.

## **5. Can I have multiple mentors?**

Yes, you can have as many mentors as you like, as long as they have been recognised or approved by the AIK Ltd.

## **6. What supporting documentation do I need for my 2019 renewal to ensure I meet this requirement.**

Your mentor will need to complete the Mentor's Declaration Form in Appendix A of this document. You need to submit completed declarations as evidence with your 2019 AIK Ltd membership renewal.

## **7. What benefits should I expect to get from my mentoring experience?**

Personal and professional development, support, guidance exchange ideas, discuss progress, set goals, support with challenges related to clinical practice, exposure to new ideas and ways of thinking, advice on developing strengths and overcoming weaknesses. Your mentor should also be able to provide general marketing and business support, as well as occupational health and safety information.

## **8. Does mentoring need to be one on one?**

You can either have one on one mentoring or, participate in-group mentoring sessions. The choice is yours to make.

## 9. What qualities should I look for in a mentor?

- Years of experience and understanding of Kinesiology and operating a clinical business.
- Understanding of related issues such as how they keep their skills current.
- Training and experience in professional mentoring.
- Limits related to confidentiality.
- Availability and cost.
- Approved or recognised by AIK Ltd NE Board and on the AIK Ltd mentoring list.

## 10. How much can I expect to pay for a mentoring session?

You will need to negotiate costs with individual mentor. AIK Ltd NE Board is not permitted to be involved in this business arrangement between the member and the mentor.

## 11. I understand that other associations are crediting members for the time spent in a balance rather than the 30 minutes to discuss the balance. For example the mentoring session goes for 30 minutes but we discuss two balances that took 3 hours in total. What do I get credited for?

The AIK Ltd is very clear that the amount of mentoring time (i.e. 30 minutes in this example) is the amount you get recognised for.

## 12. Are Mentoring hours separate for the CPE requirements?

**Yes**, it is a separate requirement and members are still required to complete their CPE points in addition to their mentoring hours.

## 13. What happens if I do not meet my hours for the year?

You will need to contact the AIK Ltd office at [info@aik.org.au](mailto:info@aik.org.au) if you are concerned that you have not accrued the required hours. Each case will be assessed individually. If you are struggling with any aspect of this requirement, we advise that you contact the AIK Ltd office early to avoid disappointment at renewal time.

## 14. Can I carry additional hours over into the next year?

**No**, you must obtain the required hours each calendar/membership year. Mentoring hours do not carry across to subsequent years. Therefore we suggest you stagger your mentoring sessions during the course of the year and not leave it until the last minute.

**15. Can I have a balance with my mentor and include as part of my mentoring hours?**

Yes, if it is related to your business goals and success. Both parties must agree on the purpose of the balance and its goal (For example; to support you working as a Kinesiology practitioner and running your business successfully).

The balance must be in person (not remotely via Skype or other medium) and it must be relevant to the business goals of the person being mentored, such as (examples only);

- Overcoming fear of business success within your practice.
- Attracting the 'right' type of Kinesiology clients.
- Increasing Confidence and Self Esteem in your Kinesiology Practice.
- Faith in your own abilities as a Kinesiology Practitioner.

**16. Where can I go for further information?**

AIK Facebook page [Australian Institute of Kinesiologist](#)

[AIK Ltd Website](#) at <http://www.aik.org.au>

[AIK Ltd Office](#) at [info@aik.org.au](mailto:info@aik.org.au)



## Q&A FOR MENTORS / PEER MENTORING

### 17. Who can apply to be a Mentor/ Peer Mentoring person?

Anyone who meets the following requirements and can provide supporting evidence;

- Registered Professional Members and above with more than 5 years clinical experience.
- Holds a Mentoring Training Certificate or similar qualification.  
Note: The AIK Ltd will support mentoring RPL assessments for its members if they so choose and are eligible and mentoring information via webinars. These will be of appropriate standard to qualify the individual to provide mentoring support to AIK Ltd members.
- Is covered for mentoring under professional indemnity insurance – this item may need to be addressed by the practitioner after they received recognition from AIK Ltd as an AIK Ltd Mentor. The member will need to confirm this with their insurance company.
- Kinesiologists who are not financial members of the AIK Ltd but hold a Kinesiology Diploma HLT51507 or HLT52415 with more than 5 years clinical experience whom have been individually requested by the member to have this Mentor recognised by AIK Ltd NE Board.
- A Mentor nominated by the Member who is recognised by other professions as a Mentor (evidence of this will be required) or has supportive professional expertise that the member feels would be appropriate for them to nominate as their Mentor (agreement for this Mentor who is not a Kinesiologist is required by AIK Ltd NE Board and the Member – knowledge of Kinesiology would be of an advantage for the Mentor).
- Applies to the AIK Ltd via the attached form Appendix C.

### 18. How do I apply to be a Mentor / Peer Mentoring person?

- Complete form in Appendix C of this document and submit to the AIK Ltd for assessment.

### 19. Do you have to be a member of AIK Ltd to apply?

**No**, as long as they meet the above requirements and subject to approval by the AIK Ltd NE Board. The AIK Ltd NE Board has the rights to refuse an application for recognition as a Mentor.

### 20. Do mentors need to be mentored?

All registered practicing members of the AIK Ltd need to comply with this compulsory requirement. If you are an AIK Ltd member and a recognised AIK Ltd Mentor, you will need to complete your own Peer Mentoring hours refer Question One (1) of this document.



**21. Does clinical practice during the Diploma studies count towards the 5 years of clinical experience for Mentoring purposes?**

**No**, clinical practice during the Diploma studies will not be counted towards 5 years of clinical practice. For requirements please refer to Point 1.

**Overview of the Mentoring Requirements:**

AIK Ltd membership levels		Mentoring requirements	< 5 years of clinical experience	> 5 years of clinical experience
<b>Associate</b>		Exempt	N/A	N/A
<b>Student</b>		Exempt	N/A	N/A
<b>Standard</b>	<b>Registered Practicing Members</b>	8 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group
<b>Registered</b>		8 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group
<b>Registered Professional</b>		5 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group
<b>Registered Specialist Professional</b>		5 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group
<b>Fellow / Associate Fellow</b>		5 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group
<b>Life / Honorary</b>		5 hrs / year	Mentoring - One-on-one or Group	Mentoring and/or Peer Mentoring - One-on-one or Group

## DEFINITIONS

**MENTOR:** A Registered professional member (or above) who is significantly more experienced than the member and has at least five (5) years clinical experience.

**MENTORING:** Occurs when there is gap in experience between the member and the mentor. Where the member has **less** than five (5) years clinical experience and the mentor has **more** than five (5) years clinical experience. No close social or business relationship exists between the mentor and member. (ie, a close friendship or, in practice together). A mentor may be a former teacher of the member.

**PEER MENTOR:** A Registered professional member (or above) with at least five (5) years clinical experience, who has a similar level of experience to the member.

**PEER MENTORING:** Occurs when both the mentor and member have at least five (5) years clinical experience and there is no significant gap between the two. A peer mentor can be a friend or work colleague of the member.

**REGISTERED PRACTISING MEMBER:** Membership levels of Standard, Registered, Registered Professional, Registered Specialist Professional, Fellow/ Associate Fellow and Life/Honorary.



## Appendix A - Mentors Declaration Form

### AUSTRALIAN INSTITUTE OF KINESIOLOGISTS LTD

#### AIK Ltd Mentoring / Peer Mentoring

From 2019 AIK Ltd renewal – Mentoring/Peer Support is recognised per hours not points.

AIK Ltd: Registered Practicing Kinesiologists (Standard Members and Registered Members) are required to have a minimum of eight (8) hours of mentoring each year; Registered Practicing Kinesiologists (Health Fund Recognised) are required to have a minimum of five (5) hours of Mentoring / Peer Mentoring each year, so that the member can renew their membership with AIK Ltd.

The Mentor is to fill out all aspects of the supervision details below.

#### **Mentor's Declaration**

I (Mentor's name) .....  
hereby declare that I have provided (Member's name) .....  
..... with ..... hours  
of individual mentoring and/or ..... hours of group mentoring or peer mentoring.

Members: AIK Ltd Membership Number and Membership Level  
.....

Mentor's Address .....

Mentor's Telephone/s ..... Mobile .....

Mentor's Email .....

Signature of Mentor .....

Date .....

*Please note the member and Mentor should retain a copy of this record for AIK Ltd Renewal of Membership and AIK Ltd audit process.*

## Appendix B – AIK Ltd Mentor Recognised List

The AIK Ltd National Executive Board has contacted AIK Ltd members (who meet the policy guidelines) with an invitation to apply as an AIK Ltd Mentor. A list of AIK Ltd Mentors will be provided to all members on the AIK Ltd website. To nominate an AIK Ltd Mentor who is not an AIK Ltd Member, please see Appendix C.



## Appendix C – Nominate a Mentor/ Peer Mentor

### AUSTRALIAN INSTITUTE OF KINESIOLOGISTS LTD

#### **AIK Ltd Application to nominate either yourself, or another person to be a Mentor/Peer Mentor**

You, the Member who wishes to nominate either yourself, or another person to be a Mentor / Peer Mentor must complete this form and send via email to AIK Ltd.

Member's Name (You) .....

Member's AIK Ltd Membership number .....

Nominee's Name .....

Nominee's Address .....

Nominee's Telephone/s ..... Mobile .....

Nominee's Email .....

Nominee's employment .....

Nominee's years of experience post training .....

Nominee's Qualifications .....

Nominee's qualification as a mentor .....

Nominee's AIK Ltd Membership Number and Membership Level (If relevant)

.....

Nominee's relationship to member (ie, colleague. Employee)

.....

Please attach a copy of the nominee's indemnity insurance to include mentoring.

*Kinesiology Qualifications and Mentoring Qualifications may be requested from the AIK Ltd NE Board upon review of this application or a CV to support the nominated Mentor by the member.*

*Please email this form to the AIK Ltd at: [info@aik.org.au](mailto:info@aik.org.au)*

