

FAQ on 2022 Young Professionals IA Mentorship Programme

Mentees

1. Currently, I have more than 5 years of IA experience. Can I apply for the programme as a mentee?

For mentees, the mentorship programme is targeted at career starters and young professionals with less than 5 years of IA experience. We would suggest interested applicants to submit their applications still and we will assess whether there is any suitable mentor that can be matched. Please note that this will be on a first-come-first-served basis.

In the event if there is no suitable match, we will KIV your profile and notify you should there be a mentorship programme being organised for the career builders/mid-careers.

2. Will I be able to request for a change of mentor after one has been assigned to me?

This will be on a case-by-case basis where the Institute will assess based on the reasons for the change request. Do note that every effort will be made by the Institute when performing a match between the mentors and mentees. However, this will be dependent on first come first served basis and areas of interest indicated by both mentors and mentees.

Please submit your reasons for the change request to vivian.chen@iaa.org.sg.

3. How should I start a conversation with my mentor?

We will cover some of these points during the briefing session of the programme.

4. Can I re-apply as a mentee in the next program run?

We appreciate your interest in subsequent runs of the programme. This will depend on the target group of subsequent runs and whether your profile would be eligible for the programme then.

5. How many mentees will be assigned to a mentor?

The Institute will endeavour to arrange a 1-1 match of mentors and mentees. Successful matching is not guaranteed due to the unequal number and diversity of applicants.

6. Can I request for more than one mentor?

The Institute would prefer to offer as many applicants the opportunity to be part of this programme and therefore each mentee will only be assigned with one mentor.

7. What is the maximum number of years of working experience to be eligible for the programme? (e.g., If I have more than 4 years but less than 5, am I still eligible?)

Mentees are advised to have less than 5 years of IA work experience.

Mentors and Mentees

1. Can I apply as a mentor and a mentee?

The Institute would prefer to offer as many applicants the opportunity to be part of this programme and therefore will suggest that you choose to be either a mentor or a mentee. Being caught in this dilemma would likely indicate that you are currently at a career builder/mid-career stage.

As a point to note, the mentorship programme is targeted at career starters and young professionals with less than 5 years of IA experience, hence the profile of mentors received are likely to be in same career stage as yourself. Therefore, applying as a mentor might be more suitable.

2. Is the programme complimentary?

IIAS constantly strives to deliver value and benefits to its members through various programmes and initiatives. The mentorship programme is designed as a complimentary benefit for IIA Singapore members only.

3. How does IIA match and group the mentor and mentee?

IIAS would match the areas of interests indicated by Mentors and Mentees as closely as possible. Successful matching is not guaranteed but IIAS would make every effort to find a good match for every mentor and mentee.

4. Is there any restriction on the areas of interests that could be indicated?

The sky is your limit as long as the areas of interests evolve around Internal Audit Industry.

5. Can I continue to be under the mentoring programme after it ended?

After the completion of the programme, mentor and mentee pair may decide, on their own accord, whether to continue with the mentoring relationship.

6. Will my information be divulged during the programme?

Both mentor and mentee pair shall commit to keep all information shared during the programme strictly confidential and only share if both parties are agreeable.

7. Will IIA be able to provide a checklist or a list of suggested discussion themes or topics for each meeting?

We will cover some of these points during the briefing session of the programme.

8. Where and when should meetings be held? Who will bear the costs if meetings are held at external venues?

We will leave the arrangement and scheduling of meetings at the discretion of mentors and mentees. Mentees are expected to take the initiative to arrange meetings with their mentors. Meetings are recommended to be arranged once a month. In lieu of covid, the Institute would recommend meetings to be held virtually e.g. zoom so as to minimise in-person contact.

9. Is there a minimum duration for each meeting?

There is no established duration for each meeting. However, do note that the mentors are also volunteers hence mentees are expected to be proactive in arranging the meetings with due consideration given to the mentor's time and schedule.

10. Am I expected to submit reports or reflection essays at the end of the programme?

Yes, the Institute will be expecting mentors and mentees to submit a feedback at the end of the programme.

**11. Will there be a certificate upon completion of the programme?
Will CPE hours be awarded at the end of the programme?**

As this is not a structured programme with specific learning outcomes, no certificate/CPE hours will be issued upon completion.

12. What happens if I cannot commit to meeting once a month?

While the Institute leaves the arrangement and scheduling of meetings at the discretion of mentors and mentees, we highly recommend mentees to commit to meeting once a month so as to keep the mentor-mentee relationship ongoing.

13. Can I withdraw from the programme at any point in time? Are there any penalties?

We will suggest applicants to be prepared on the amount of effort and time that will be needed to set aside for the programme prior to submitting your applications. Please contact us on reasons for withdrawal at vivian.chen@iia.org.sg and it will be assessed on a case-by-case basis. While there will not be any penalties for withdrawal, we might not be able to admit you for subsequent programmes if reasons are not valid.

14. When will I be informed if I am successful in the application?

You will be informed of the outcome by 25 March 2022, Friday.