
QIDA – INDUSTRY-GUIDANCE PROGRAM (IGP) FOR PROFESSIONAL MEMBERS

WHAT IS IT ABOUT?

QIDA Industry-Guidance is a relationship oriented program which teams up a Professional Member and a Student Member with the aim to generate a positive outcome for both sides – the Professional Guide as well as the mentored student.

Rather than creating a strict Mentoring Program QIDA implements a flexible peer to peer guidance scheme based on personal contact and communication with the intention to amplify professional development within our industry for all participating and contributing parties. QIDA Professional Development Department will provide the framework of the guidance program and oversee the execution to assure a performance-enhancing outcome for all participants.

The Professional Members acting as a Professional Guide will be able to demonstrate and share their professional and personal attributes and experiences thus being in a position to exercise their leadership skills. In return the Guide will get insight in student's current college life, requirements and abilities generated in the respective schools.

The Student Members will be able to get an insight in their future field of profession, be able to ask questions and retrieve guidance and advice during their times of study by a “real” professional within the industry thus being in a position to grow and develop throughout the process.

The Industry-Guidance Program is intended to be a two-way learning scheme based on communication and exchange to collectively master the future challenges of our industry. Feedback to and interaction with the body of QIDA will guarantee a continual improvement and further development of the program to corporately shape the future of our industry.

HOW IT WORKS

QIDA will provide the framework. We will gather the interested parties and keep a current register of Professional Guides as well as Student Members intending to participate in the program. QIDA will match the teams and assist in defining their common goals for the project.

The time to invest in the Industry-Guidance program will be approximately 5 hours in total over the period of the project but upon team-members' discretion might not be limited to this. QIDA is well aware of the limited time each party has due to work or study obligations but just imagine the gratification you will get when you celebrate the team-achievements and the success of the guidance program. You will find some examples how you can configure and execute your team activities in this letter at a later stage. As mentioned before the program is not a strict regulated mentoring program, nor shall it be seen as provision of mandatory work-experience. It is based on communication and interaction, flexibility and the creative leeway to shape the teams' own goals and achievements.

At the end of each team period QIDA will request feedback from the individual participants and evaluate the outcome. QIDA will provide info about the success incorporate suggestions and improve the program continuously.

It is all about...

DEVELOPMENT, PRACTICE, KNOWLEDGE, MOTIVATION, COACHING, GUIDANCE, INSPIRATION

As a QIDA Professional Member you are providing Informal Industry-Guidance to a QIDA Student Member in the time-frame suggested.

Find a list of suggested activities you can apply.

1. Casual coffee/lunch catch-up somewhere nice to get to know each other. Communicate with the student what you are wanting to offer in terms of guidance.
2. Visit to a trade-supplier to our industry.
For example: You can show the student how you approach a product selection and the process of how to handle further progress like obtaining a quote, setting up an account with supplier, what are the conditions of the supplier, points to consider.
3. Visit to a retail supplier to our industry where you discuss products, materials, conditions of the supplier to our industry.
4. Further casual meet-ups where you discuss approaches the student might want to take to a particular task, whether education-or industry related. You can suggest to or question the student to analyse problem-solving issues that might occur whilst being engaged in a project.
5. Sharing experiences and insights in current industry events, new suppliers, new product, important things to know etc. Things students don't necessarily get to know whilst studying.
6. Engaging the student in communication, for example how they envisage a client presentation and giving them hints.
7. Asking the student about their current study status, what they are expecting, what they will have to offer and giving them feed-back.
8. Engaging the student in a simple work activity, so they get to know a simple work-process.
9. Inviting the student along to a client-visit.
10. Showing the student a project that you had done.
11. A Mentor may accompany a Student to College activities (generate new contacts)

**Student members are not to undertake work for the professional guide unless contractual arrangements are put in place between both parties, independent of this program.*

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PROFESSIONAL MEMBER ENROLLMENT FORM

Upon completion of the form, please return directly or email a scanned copy to: info@qida.com.au

As a professional Member of QIDA I hereby enroll in the register of QIDA Professional Industry-Guides.

CURRENT CONTACT INFO:

Name: _____

Work Address: _____

Email: _____

Phone: _____

Main Business / Field of profession: _____

Level of experience / years in industry: _____

Permission to provide contact details to student

Your provided information will be treated in accordance with the effective Privacy Acts of the regulating authorities. To view the complete Privacy Statement of QIDA please visit our website www.qida.com.au.

CODE OF CONDUCT

As a QIDA Industry-Guide a Student Member of QIDA will be assigned to me to participate in the program. Together we will form a QIDA Industry-Guidance Program TEAM (IGP-Team)

In the course of the program I will receive personal data of Student Members which I only will use for the purpose of the program if not otherwise granted by the student.

Prior commencement of the program I will receive a detailed briefing about the purpose and the possible commencement strategies of the program. I will be able to define and alter the aims and objectives for my IGP-Team together with my assigned student in the framework of the IGP to achieve the desired outcome for my team.

I understand that the success of the program is based on a respectful two-way communication within the team as well as from the team to QIDA and back. Based on my professional judgment I will inform the Professional Development Manager of QIDA in case I recognize any incidents or happenings which could endanger the Industry-Guidance Program.

Date, Signature of Professional Member

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PROFESSIONAL GUIDE QUESTIONNAIRE

Please fill in questionnaire below. This will help QIDA to match you up with a suitable Student Member.

As a future Guide you will receive a copy of your student's questionnaire to be able to provide suitable guidance. Upon your discretion you may also provide your future student with your answers to map your common aims of the program.

What is your main scope of work in the Industry?

(e.g. self-employed, employed, - specialized field like colour consultancy, staging for developers, product sales etc....)

What are your expectations from the QIDA Industry-Guidance Program?

What would you like to gain from the QIDA Industry-Guidance Program?

For which main competencies would you like to be a guide?

For which fields do you think a student needs most guidance?

(Students will specify this question mostly via course units / training.gov.au competencies / college workbook etc., so think about: e.g. Colour Psychology, Business Practice, Commercial Projects, Residential Projects, Technical Drawing etc...)

Would you be able to or like to take more than one student as a Professional Guide?

Are there any limitations / preferences which may affect the conduction of the program?

(e.g. limited to region or location, time limitations etc...)

QIDA USE ONLY

Approved for QIDA Industry-Guidance Program

Assigned Student Member:

Student informed

Signature:

Date:

Guide informed

Signature:

Date:

Professional Development Manager

Signature:

Date:
