



## **QIDA – INDUSTRY-GUIDANCE PROGRAM (IGP) FOR STUDENT 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 based on the information obtained through the questionnaire.

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. Showing the student a project that you had done.
10. 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.*

## **QIDA – INDUSTRY-GUIDANCE PROGRAM (IGP)**

### ***STUDENT APPLICATION FORM***

Upon completion of the form, please return directly or mail a scanned copy to: [info@qida.com.au](mailto:info@qida.com.au)

#### MEMBERSHIP INFO:

- I am already a Member of QIDA
- I have already applied for a QIDA Student Membership
- I am not a Member of QIDA

The Application for the QIDA Industry-Guidance Program is open to QIDA Members only who have not previously participated in such a program. Your Application for this program will be processed after QIDA received your Membership Application and granted the Status “QIDA Student Member”.

You can apply for a Membership on-line on the QIDA Website: [www.qida.com.au](http://www.qida.com.au)

OR

You can fill out the provided membership application form and attach it.

#### STUDENT PERSONAL INFO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

USI: \_\_\_\_\_

#### STUDENT EDUCATIONAL INFO:

RTO/College/School: \_\_\_\_\_

Course Title / Level: \_\_\_\_\_

Anticipated Completion: \_\_\_\_\_

*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](http://www.qida.com.au). I understand that by signing this form I agree to the terms of the program and that whilst best efforts are made to place me with a guide, there is no guarantee of placement in the program.*

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Date, Signature of Student

## **QIDA – INDUSTRY-GUIDANCE PROGRAM (IGP)**

### ***CODE OF CONDUCT***

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

In the course of the program I might receive sensitive information from my Guide as well as industry related documentation of which I will not distribute and only will use for the purpose of the program if not otherwise granted by the Guide.

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 Guide within 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 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.

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Date, Signature of Student Member

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## QIDA – INDUSTRY-GUIDANCE PROGRAM (IGP)

### STUDENT QUESTIONNAIRE

Please fill in questionnaire below. This will help QIDA to match you up with a suitable Professional Member as Industry-Guide. Your future Guide will receive a copy of this questionnaire to be able to provide suitable guidance.

What is your general interest in the Industry?

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In which field do you see yourself after completing your studies?

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

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

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

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In what fields of competencies are you most interested in?

(Specify via your course units / training.gov.au competencies / college workbook etc. e.g. Colour Psychology, Business Practice, Commercial Projects, Technical Drawing etc...)

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

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

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#### **QIDA USE ONLY**

Approved for QIDA Industry-Guidance Program

Assigned Guide (PM): \_\_\_\_\_

Student informed

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guide informed

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Professional Development Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_