# Induction

By completing an induction program, you will be more likely to have the knowledge you need to make informed decisions and a meaningful contribution to the Regional Council’s work from the beginning of your term. Most new members find they benefit from the extra knowledge and assistance that induction can offer.

# Mentoring

As a new member, you will be linked up with a mentor. This may be the Chairperson of the Regional Council. Alternatively, the Chairperson may ask another experienced member to take on the role. Mentors are chosen because they are, knowledgeable, approachable and available.

Your mentor will:

* guide and helpyou over the first six months of your Regional Council term
* provide advice using their own knowledge
* referyou to other people or resources
* listen and act as a sounding boardif you are experiencing any difficulties.

You are expected to:

* actively engage with the process to find out about the work of the Regional Council
* take responsibility for your development as representative of the Regional Council
* commit to working with your mentor in the first six months of the role

## **Committing the time**

# Induction means you will need to spend a little more time on your role than just that involved in attending meetings and Regional Council activities. How much time that is will depend on you and your mentor, however it is unlikely to be more than two or three hours a month over the first six months.

# The table below outlines the activities you can expect to be involved in. If more than one person joins the Regional Council at the same time some of the activities might be done as part of a group.

|  |
| --- |
| **INDUCTION FRAMEWORK** |
| **WHEN** | **WHAT** |
| **Before your first Council meeting** | * Meet the Chairperson of the Regional Council and Regional Manager
* Complete administrative requirements (Department staff will assist)
* Read the ACFEB System Governance Guidelines
* Read the [VPSC Code of Conduct for Directors](https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/)
* Read the meeting agenda and papers. Raise any questions with the Chairperson or mentor
 |
| **After your first Council meeting** | * Make time for a debriefing discussion with the Chairperson of the Regional Council or your mentor
* Familiarise yourself with documents mentioned at the meeting (e.g. the ACFE Board Strategy, Ministerial Statement on the Future of ACE in Victoria)
* Find out about provision of adult, community and further education in the region – what does the community/business need, where are the providers, what are they offering, are there underserviced areas, etc
 |
| **During your first six months**  | * Try to attend any Board or sector activities that will allow you to expand your knowledge of the sector (e.g., the Learn Local Conference)
* Discuss your experience as a Regional Council member with your mentor
* Identify any supports you would have liked that were not provided and any particularly positive experiences and discuss them with the Regional Manager
 |