**SIP MENTORSHIP**

**OVERVIEW**

SkillsFuture is a national movement to provide Singaporeans with opportunities to develop their fullest potential throughout life. One key thrust of SkillsFuture relates to developing an integrated, high-quality system of education and training that responds to evolving industry needs. Internships are an integral component of the courses to give students exposure to the real work environment and enable them to make a better transition into the workplace.

To improve students’ learning experience, SIP organizations are encouraged to facilitate mentorship activities during SIP.

Mentorship refers to a personal developmental relationship where an experienced industry practitioner (mentor) provides professional and industry guidance to a student (mentee).

A Mentor takes on a long term view to provide guidance, support, encouragement and inspiration to student through sharing knowledge and experience relevant to work, career and/or professional development. The intent is to develop the student’s capabilities through a one-on-one relationship. **The Mentor could either be the organization Supervisor or a senior staff assigned by the SIP organization.**

Through the mentorship relationship, student is kept aware of job and career growth opportunities in the industry/sectors for which they are being trained. Student will be encouraged to reflect on what he or she hopes to accomplish at internship and beyond, as well as the pathways to get there.

**Student must be fully aware that it is a privilege to have a mentor while on internship as industry professionals are spending their time mentoring them. As such, students should initiate and maintain contact with their mentors to coordinate the meet ups**.

It is recommended for the mentorship focus meeting to take place **at least 3 times** during the SIP i.e. initial period, during and at the end of the SIP.

Proposed topics for discussion at meeting could include, but are not restricted to the following:

1. Knowledge, experiences and career journeys.
2. Industry insights, developments and trends.
3. Demands of the various career options.
4. Personal development, career and/or professional development.

To fully reap the benefits of the mentorship, students are encouraged to keep a record of the meetings, reflect on the discussions and jot down the action plans using the template in this document.

**SIP Mentorship Record**

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| Student Name | Wang Wei long | Admin No | 1802737E |
| Diploma | BIA/BIG | School | IIT |

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| **Mentor’s Details**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Mentor Same as Supervisor?** Yes / No  **Mentor from same SIP Organisation?** Yes / No  **Remarks** |
| **Mentoring Session #1** | Date:  Time: | **Other details** |
| **Mentoring Session #2** | Date:  Time: | **Other details** |
| **Mentoring Session #3** | Date:  Time: | **Other details** |

*Note: Student may add additional session(s) and provide other details such as venue, whether it is a group session etc.*

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| **Areas Discussed** | **Student Reflections** |
| Knowledge, experiences and career journey |  |
| Industry insights, developments and trends |  |
| Demands of the various career options |  |
| Personal development, career/professional Development |  |

*Note: Student may add additional area(s).*

**Can be a coffee talk, not necessarily a formal presentation. Can be over lunch, share with me on how company works, industry knowledge/experience. Someone in the company that have guided me. Can be separated into different days/weeks. What they teach me/share with me.**