

# How to enrol in and log Provisional Mentoring

## Before you start.....

Part of the enrolment process is to confirm you have a mentoring partnership in place. Head to [Mentor Match](#) and follow the steps to set up a mentoring partnership.

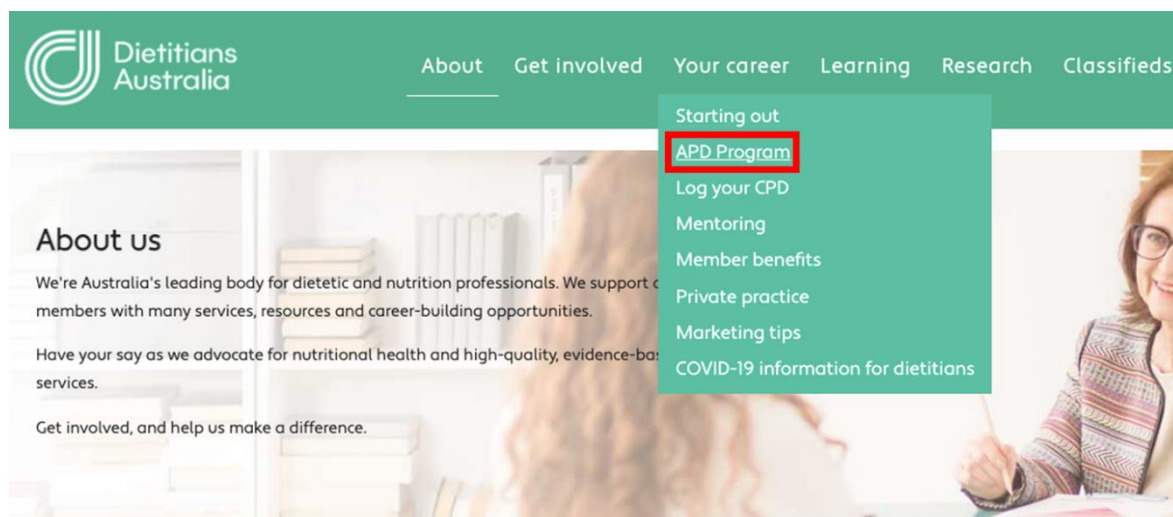
### Enrolling and earning units

'Units' refer to required steps in the APD Program. You need to enrol in Provisional Mentoring to earn 16 'units' over 2 years.

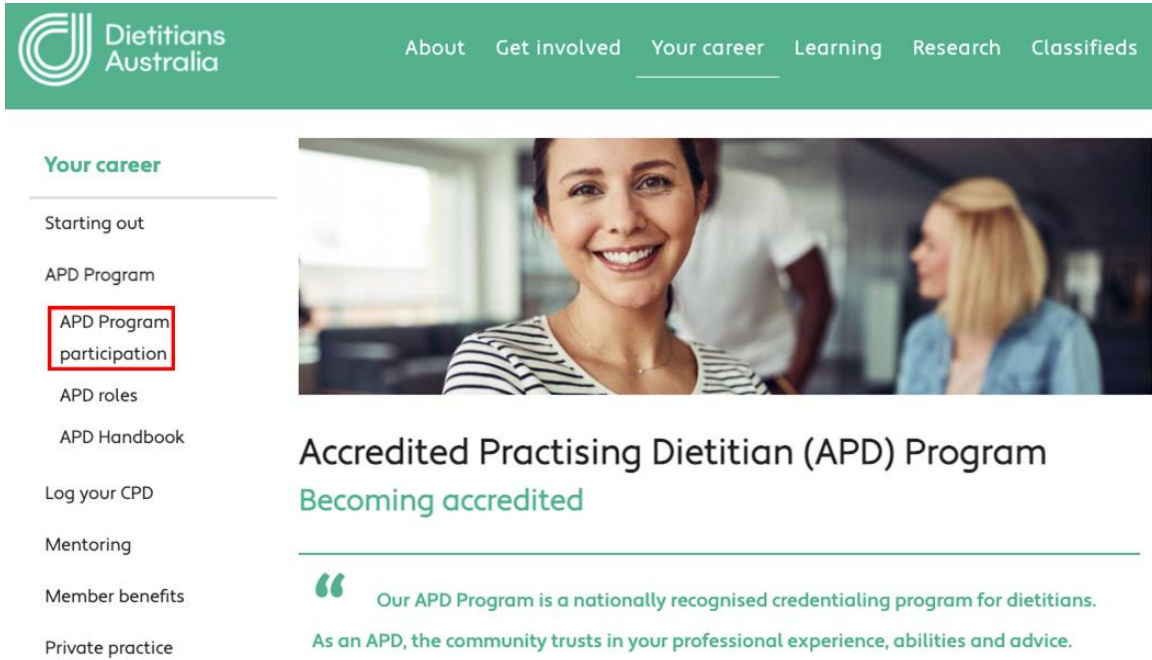
NOTE: you will see 'enroll' used rather than 'enrol'. The program we are using is an American system. Unfortunately, we are unable to adjust some of the elements to reflect Australian spelling.

## Step 1: Enrol in your Provisional Mentoring Program

Head to 'Your Career' and click on 'APD Program'



Select 'APD Program participation' from the menu on the left-hand side.



**Your career**

- Starting out
- APD Program
- APD Program participation**
- APD roles
- APD Handbook
- Log your CPD
- Mentoring
- Member benefits
- Private practice

## Accredited Practising Dietitian (APD) Program

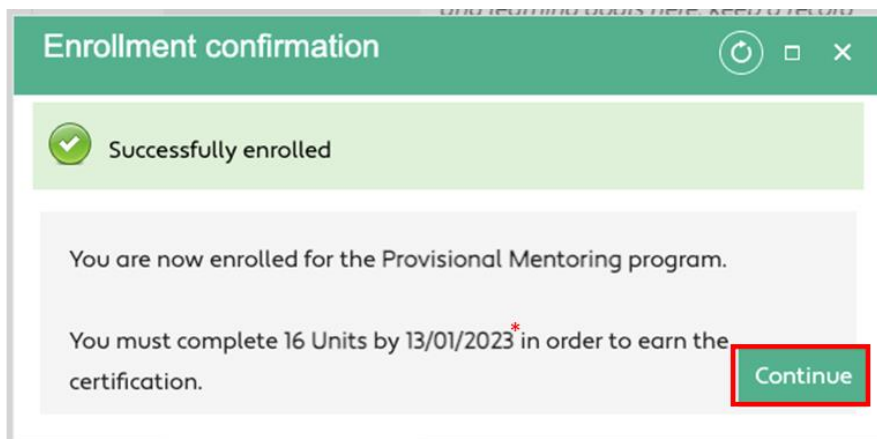
### Becoming accredited

“ Our APD Program is a nationally recognised credentialing program for dietitians. As an APD, the community trusts in your professional experience, abilities and advice.

This will take you to the 'Certification Programs' table. Scroll down and click the 'Enroll' button next Provisional Mentoring.

<b>Enroll</b>	<u>Provisional Mentoring</u>	In addition to completing 30 hours of CPD each year, all Provisional APDs must enter a mentoring partnership with a full APD. To successfully complete this component, complete the steps within 2 years.	16 Units	2 Years	Not Enrolled
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An 'Enrollment confirmation' pop-up will appear, click 'Continue'.



**Enrollment confirmation**

✓ Successfully enrolled

You are now enrolled for the Provisional Mentoring program.

You must complete 16 Units by 13/01/2023\* in order to earn the certification.

**Continue**

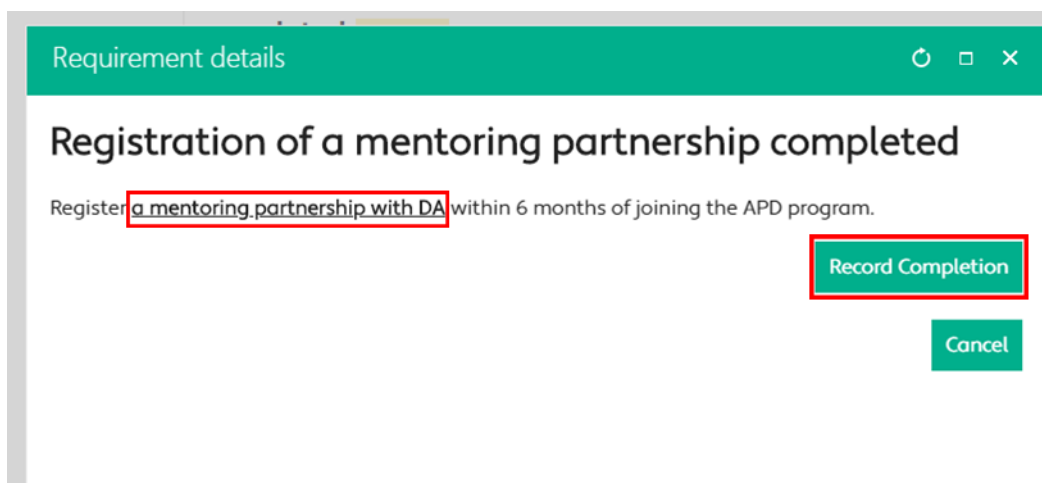
\* You have two years to complete the Provisional Mentoring Program. This date is just an example, please ignore it, the correct date will be displayed when you enrol in the program

## Step 2: Complete your registration of a mentoring partnership

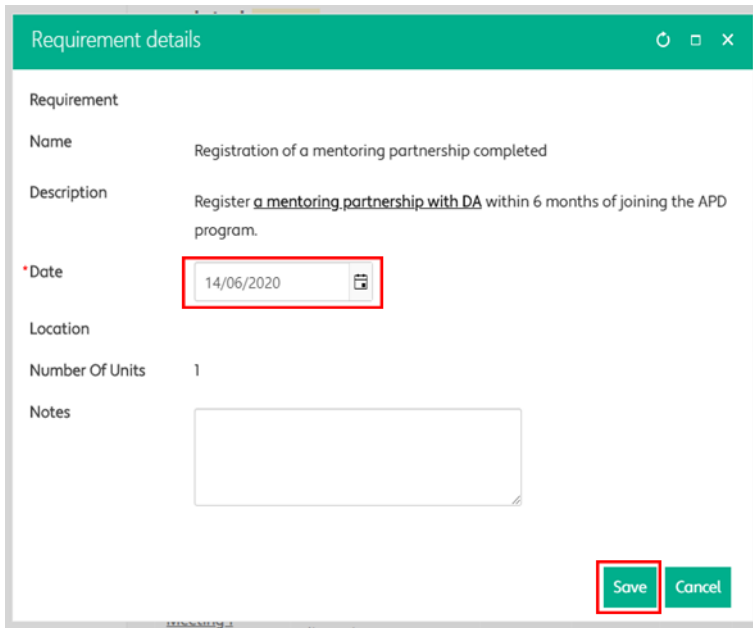
After clicking continue at the end of Step 1 you will be taken to your 'Requirements' table. Click on 'Registration of a mentoring partnership completed'.

Registration to mentor program	
<b>completed</b> <span>Required</span>	
<div style="border: 2px solid red; padding: 2px;">Registration of a mentoring partnership completed</div>	Register <b>a mentoring partnership with DA</b> within 6 months of joining the APD program.
	1
Mentoring goals and meeting requirements fulfilled <span>Required</span>	
<b>Mentoring</b>	Use the Notes field to summarise your mentoring goals
	1

A 'Registration of a mentoring partnership completed' pop-up will appear. If you have registered a mentoring partnership through Mentor Match already, click 'Record Completion'. If you still need to register a mentoring partnership, follow the link to open 'Mentor Match' in another window and follow the steps.



Another pop-up will allow you to enter the date and make any notes to accompany your acknowledgement that you have a mentoring partnership registered. Press 'Save' to complete your acknowledgement.



You have confirmed that you have completed your Registration of a mentoring partnership and earned the available 1 unit.

the next step.

Registration to mentor program				
completed	✓ Completed			
<b>Registration of a mentoring partnership completed</b>	Register a mentoring partnership with DA within 6 months of joining the APD program.	Complete	1	1
				14/06/2020

### Step 3: enter your Mentoring Goals

After clicking 'Save' at the end of Step 2 you will be taken back to your 'Requirements' table. Click on 'Mentoring Goals'.

Mentoring goals and meeting requirements fulfilled		Required
<b>Mentoring Goals</b>	Use the Notes field to summarise your mentoring goals, following discussion with your Mentor.	1
- AND -		
<b>Mentor Meeting.1</b>	Record meeting date and a summary of the discussion.	1

A 'Mentoring Goals' pop-up will appear. Click on 'Record Completion'.

Requirement details 🔄 □ ✕

## Mentoring Goals

Use the Notes field to summarise your mentoring goals, following discussion with your Mentor.

Record Completion  
Cancel

Another pop-up will allow you to enter the date and summarise your mentoring goals in the notes field. Alternatively, you can provide your mentoring goals by creating and uploading your goals and related practice areas document. Press 'Select' to upload a file from your computer. Press 'Save' once you have provided your goals.

**requirements fulfilled** Required

Requirement details

**Description** Use the Notes field to summarise your mentoring goals, following discussion with your Mentor.

**\*Date** 14/06/2020

**Location**

**Number Of Units** 1

**Notes**

**Attachment** You may upload your document on your goals and related practice areas in here

Select file Select

Save Cancel

Your Mentoring Goals are now complete and you have earned the 1 available unit.

**Mentoring goals and meeting**

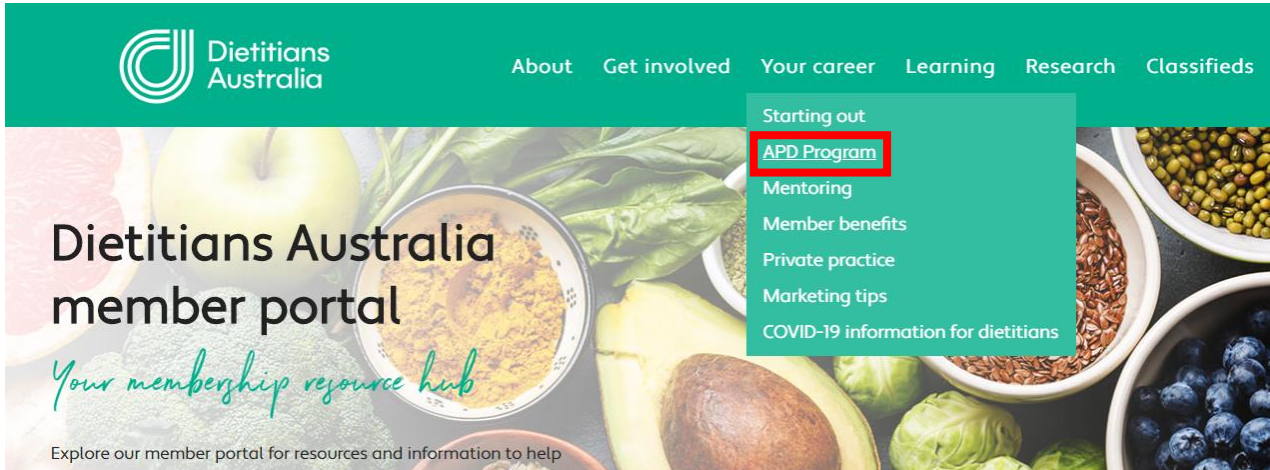
**requirements fulfilled** In progress

<u>Mentoring Goals</u>	Use the Notes field to summarise your mentoring goals, following discussion with your Mentor.	<span style="border: 2px solid red; padding: 2px;">Complete</span>	<span style="border: 2px solid red; padding: 2px;">1</span>	<span style="border: 2px solid red; padding: 2px;">1</span>	14/06/2020
- AND -	Record meeting date				

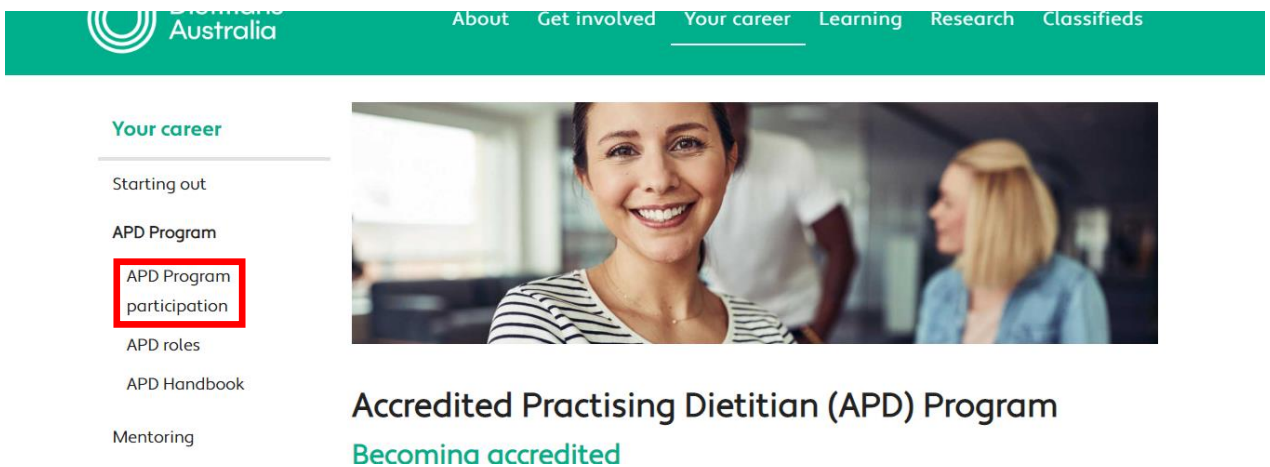


## Step 4: Register your Mentor Meetings

You need to complete 12 meetings with your mentor, over the period of 12 to 24 months. For each meeting you will earn 1 unit. Register each meeting in your Provisional Mentoring 'Requirements' table. Access this table from the members portal. Head to 'APD Program' under 'Your Career'.



From the APD Program, select 'APD Program participation' from the menu on the left-hand side.



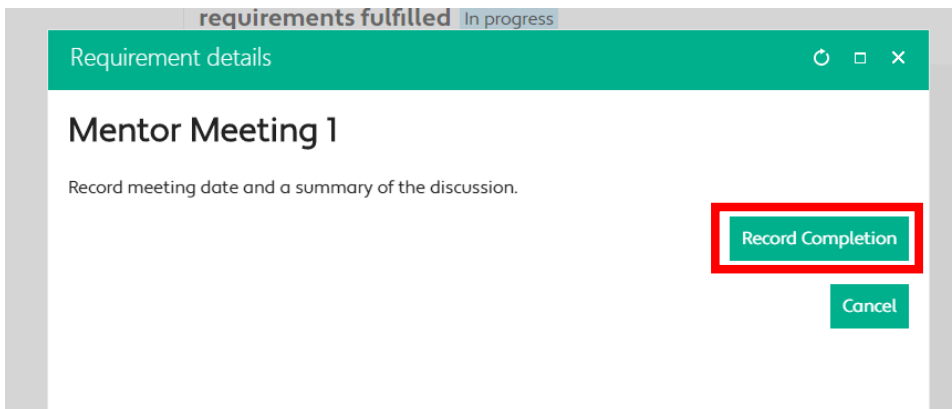
Your Certification Programs table will appear. Click on 'View progress' next to 'Provisional Mentoring'.

		it varies from 31 December).			
<a href="#">View progress</a>	<a href="#">Provisional Mentoring</a>	In addition to completing 30 hours of CPD each year, all Provisional APDs must enter a mentoring partnership with a full APD. To successfully complete this component, complete the steps (and achieve 17 units) within 2 years.	17 Units	2 Years	Enrolled, not Earned

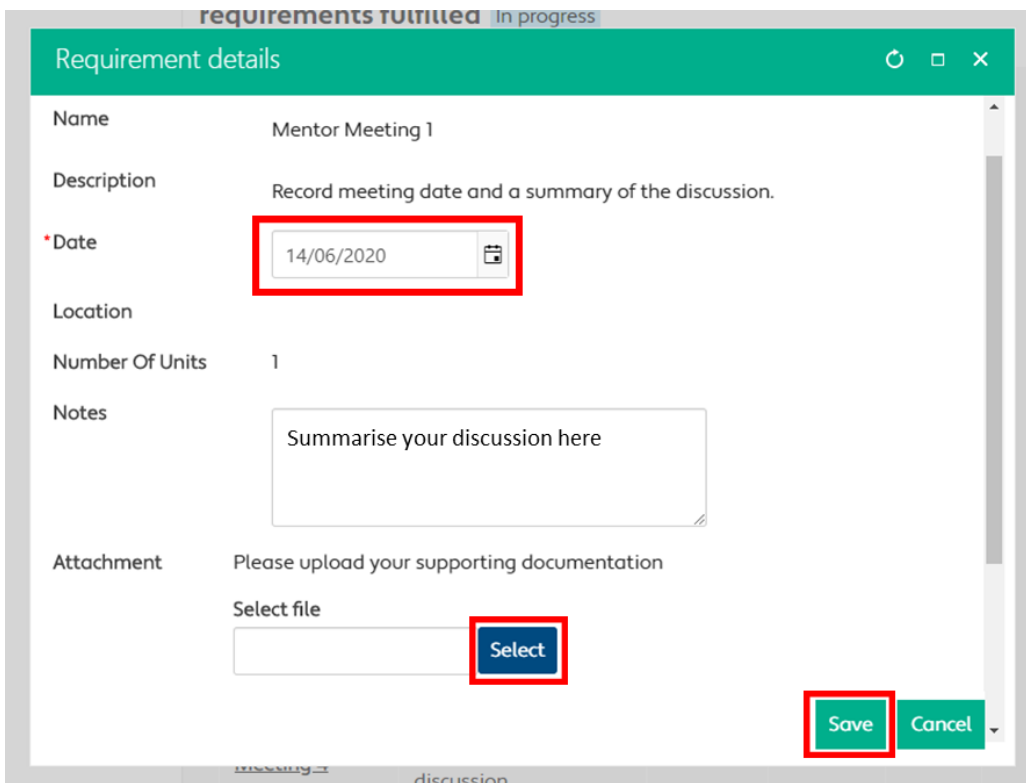
Click on your relevant Mentor Meeting.

<b>Mentor Meeting 1</b>	Record meeting date and a summary of the discussion.	1			
<b>Mentor Meeting 2</b>	Record meeting date and a summary of the discussion.	1			
<b>Mentor</b>	Record meeting date				

A Mentor Meeting pop-up will appear. Click 'Record Completion'



Another pop-up will allow you to enter the date and summarise your discussion in the notes field. You can also upload any supporting documentation. Press 'Select' to upload a file from your computer. Press 'Save' once you have provided your discussion summary.





You will earn 1 unit for each meeting.

- AND -						
<u>Mentor Meeting 1</u>	Record meeting date and a summary of the discussion.	Complete	1	1		14/06/2020
<u>Mentor Meeting 2</u>	Record meeting date and a summary of the		1			

Repeat the above process for your 12 allocated mentor meetings. You can record a maximum of 1 each month to earn a unit, so it will take you at least 12 months to complete your allocated meetings. You have a maximum of 24 months to undertake all 12 meetings.

You are able to undertake additional meetings inbetween your allocated mentor meetings, however these are optional so do not have a unit available to earn as part of the APD Program.

<b>Additional Meeting</b> Optional						
<u>Extra mentor meeting(s)</u>	Mentor meetings outside of the allocated 12 mentor meetings		0			

## Step 5: Record your End of Mentoring Report completion under 'Approval of program completion'

Once you have complete all 12 allocated meetings you can provide documentation to complete your mentoring partnership. In your Provisional Mentoring 'Requirements' table, click on 'End of Mentoring Report' in the 'Description' column to download the form, which includes instructions.

<b>Approval of program completion</b> Required						
<u>End of Mentoring Report</u>	<p>Download the <u>End of Mentoring Report</u>.</p> <p>Complete the Mentee's section of the report and email to your Mentor. Your Mentor will complete the form and email it to DA.</p>		1			

Once the form has been completed and sent to your mentor, you can record completion of your 'End of Mentoring Report'. Click 'End of Mentoring Report' in the 'Name' column of the Provisional Mentoring 'Requirements' table.

End of Mentoring Report	<p>Download the <a href="#">End of Mentoring Report</a>.</p> <p>Complete the Mentee's section of the report and email to your Mentor. Your Mentor will complete the form</p>	1
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An 'End of Mentoring Report' pop-up will appear. Click 'Record Completion'.

Requirement details 🔄 □ ✕

## End of Mentoring Report

Download the [End of Mentoring Report](#). Complete the Mentee's section of the report and email to your Mentor. Your Mentor will complete the form and email it to DA.

Record Completion  
Cancel

Another pop-up will allow you to enter the date and make any notes to accompany your 'End of Mentoring Report'. Press 'Save' to record your completion.

Requirement details 🔄 □ ✕

**Requirement**

**Name** End of Mentoring Report

**Description** Download the [End of Mentoring Report](#). Complete the Mentee's section of the report and email to your Mentor. Your Mentor will complete the form and email it to DA.

**\*Date** 21/09/2021 📅

**Location**

**Number Of Units** 1

**Notes**

Save
Cancel

You have earned the available 1 unit.

<p><u>End of Mentoring Report</u></p>	<p>Download the <u>End of Mentoring Report</u>. Complete the Mentee's section of the report and email to your Mentor. Your Mentor will complete the form and email it to DA.</p>	<p>Complete 1</p>	<p>1</p>
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Once you have completed all your requirements and your mentor has signed and submitted your End of Mentoring Report to DA, the APD team will check documentation has been received and contact you with confirmation of your transition to Full APD status.