

'Employment Inclusivity'
Membership Guide

AGENDA

Mentor it Forward Inc.



- Welcome
- The Current Landscape
- Employment Inclusivity Program
- Membership Options
- Next Steps
- Appendix



Hello, I'm Sarah, a proud mentee of MiF.

This deck tells my journey from a hopeful student to a confident professional. Through personalised mentoring and practical skill-building, MiF helped me secure a position at a leading company, transforming my career prospects.

Let my story illustrate the profound impact MiF can have on individuals and why your partnership is crucial to creating more success stories like mine.



EXECUTIVE SUMMARY

Founded in 2023, Mentor it Forward (MiF) is a rapidly growing not-for-profit organisation dedicated to bridging the gap between theoretical knowledge and practical experience and empowering individuals by offering a community mentorship program to the general public at no cost.

Our Impact - Our program has helped over 100 participants secure internships and employment opportunities, boost confidence, and enhance job readiness within 6 months from completion.

This document outlines our unique '**Employment Inclusivity**' program, highlighting its structure, the value it offers to participants, and the unique membership opportunities available to various organisations. Key highlights include our phased approach to work readiness, which ensures a structured and supportive learning environment, and detailed program modules that cover a wide range of professional skills and development areas.

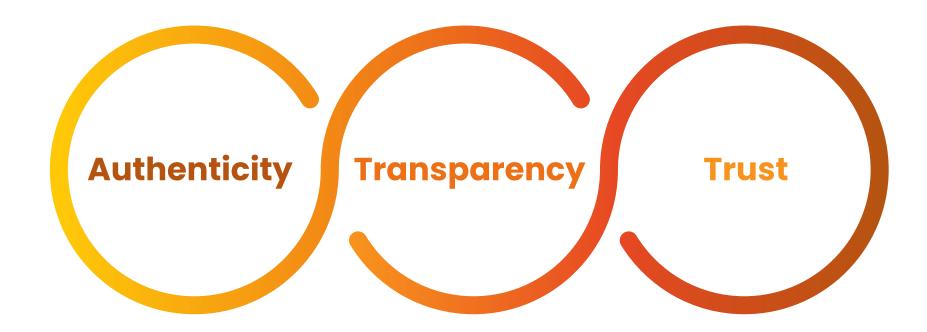
OUR UNIQUE VALUE PROPOSITION

WHY YOU SHOULD PARTNER WITH US

Partnering with MiF by becoming a member drives economic diversification and growth, creating a lasting impact on the organisation and society by contributing to a diverse and skilled future workforce. Members benefit from access to a vetted pool of top-tier talent, and significantly enhancing their recruitment efforts. Additionally, members enjoy a boost in brand reputation through visible support for inclusivity and community development.

By aligning with us, members play a key role in supporting community growth and showcasing their commitment to social impact.

OUR CORE VALUES



We are passionate about the cause we serve, and we strive to be authentic in everything we do.

We believe in sharing the broader picture, from our goals to our challenges, creating a community built on understanding and shared purpose.

We prioritise ethical practices and deliver real results, building a foundation of trust with our community.

THE CURRENT LANDSCAPE



THE CURRENT LANDSCAPE

Running its Community-Based Mentoring program for approx. I year, MiF has gained invaluable insights into the current job market landscape. The program has identified that one of the key challenges faced by many new entrants to the workforce, including recent graduates and those seeking career transitions, is seamlessly integrating into professional roles. Limited practical experience and navigating unfamiliar workplace norms and cultural nuances can hinder their ability to showcase their skills effectively and secure long-term employment (QILT, 2023) particularly those new to a specific industry or region (Black, S., & Chow., E., 2022).

Undoubtedly, there has been a surge in education and skills development investment across various sectors. Universities, governments, and educational institutions are offering a wider range of courses, training programs, and certifications than ever before. This focus on knowledge, equips graduates with a strong theoretical foundation, allowing them to demonstrate their academic abilities and grasp of key concepts. They graduate with impressive resumes, certifications, and academic achievements.

However, bridging the gap between theoretical knowledge and practical application remains a critical hurdle for many (QILT, 2023). This gap can significantly impact these initiatives' overall success (Mackey. W., 2024), measured by graduate employment rates and successful integration into the Australian workforce.



CHAMPIONING DIVERSITY, EQUITY, AND INCLUSION (DEI) IN THE WORKFORCE

'Employment inclusivity' aims to support a diverse range of job seekers, including **University graduates** seeking to transition from academia to the professional world; **Newcomers** entering the Australian workforce, particularly international students and immigrants; **Career changers** looking to pivot their skills and experience into a new field; and **marginalised communities** with **diverse backgrounds** (Neurodiverse, veterans, Indigenous communities, etc.) seeking employment opportunities.

Benchmarking:

Compared to similar initiatives, MiF stands out with its unique combination of personalised mentoring, practical skill-building, and real-world experience. Our comprehensive approach ensures that participants are well-prepared for the job market and equipped with the confidence and skills needed to thrive in their careers. MiF members benefit from its commitment to measurable success, continuous improvement, and tangible outcomes, making MiF a fast-growing leader in mentorship and employment readiness.



My Mentor's inspiration played a pivotal role in realising several career milestones. I am grateful for his dedication and commendable efforts in elevating my professional journey.



*** Ruzvin, Mentee

I wholeheartedly recommend the MiF program to any student or professional seeking to advance their career and achieve their life goals.



*** Khansa, Mentee

I must say, after working with my Mentor for 6 months, I can't put enough emphasis on how having a mentor is essential for everyone who wants to succeed in life and career.



Guru, Mentee

Another amazing thing I learnt is how to pitch ideas effectively—it's really boosted my confidence. Imagine standing up there, all eyes on you, and nailing it because you know exactly what to say and how to persuade everyone in the room!



Through my mentor's encouragement, I delved into uncovering and understanding my strengths, values, and aspirations - a process that gave me invaluable clarity on my career journey's direction.



Martin, Mentor

The Mentor It Forward program has provided me with a great opportunity to both mentor and learn, supported by an amazing team that is truly committed to the growth of others.



By offering my mentee, who owns a local business, a fresh perspective, we unveiled untapped opportunities for him to expand his offerings and update his mindset to cater to a broader audience.



I had no hesitation in introducing my mentee to my wider professional network because she was so passionate about getting started. This has turned into opportunities for her in her career, which I feel is the whole purpose of MiF.



Deepak, Mentor

The collective expertise and genuine commitment of the peobehind MiF ensure that every participant feels valued and empowered throughout their mentoring journey. This combination of user-friendly design, powerful functionality, and a strong community makes MiF a standout choice for online mentoring.

TRANSFORMATIVE JOURNEYS

Scan the QR code to dive into our testimonials page and discover the real difference mentorship can make



INTRODUCING 'EMPLOYMENT INCLUSIVITY' JOURNEY

Foundational Soft Skills

Imagine a future where diverse talent meets opportunity seamlessly. Where universities, governments, and businesses work hand-in-hand to empower individuals and fuel economic growth. This is the vision behind MiF's innovative, end-to-end **phased approach** to Employment inclusivity.

This is a collaborative effort, and MiF serves as the catalyst. Together, we can create a Diverse, Equitable and Inclusive employment landscape where everyone has the opportunity to excel and grow.

Aspiring

Professionals

Organisational Employment Phase 2 **Organisational Internships Bridging the Gap** Module 2 Comprehensive Career Preparation Advanced Soft Skills

Phase 1

Phase 3

'EMPLOYMENT INCLUSIVITY' JOURNEY PHASES

PHASE 1: MIF EMPOWERING PROFESSIONALS

MiF offers a unique approach to workforce integration. This phase comprises of 3 modules, which includes foundational soft skills (1), advanced soft skills (2), and comprehensive career preparation (3). MiF further empowers participants through a one-on-one mentoring program, where they are paired with experienced industry professionals. These mentors provide personalised guidance, support, and access to valuable professional networks. The 3 modules and the One-on-One mentorship prepare participants for integration into the Australian workforce.

Click here to learn more about the modules

PHASE 2: ORGANISATIONAL INTERNSHIPS

MiF facilitates time-bound internship opportunities with a diverse range of organisations from within our partner network. The internship provides participants with real work experience, including teamwork, collaboration and networking opportunities that are crucial for their professional development.

PHASE 3: ORGANISATIONAL EMPLOYMENT

This phase marks the ultimate goal: the transition of the participants from job seekers to successful professionals. Equipped with the relevant skills, knowledge, and practical experience gained through the previous phases, participants are now job-ready and confident, vetted and supported, networked and connected.

Click here to learn more

Click here to learn more

MEMBERSHIP TIERS



Associate Partnership

(No Fees)

Phase 1 Membership Phases 2 & 3 Membership

(Paid)

(Paid)

YOUR MEMBERSHIP JOURNEY STARTS HERE

Eligibility	Benefits
Shared Values	Brand Visibility and Awareness
☐ Alignment with MiF values	□ Brand visibility on MiF's website, marketing campaigns and social media shout-outs
☐ Commitment to MiF's mission	 Demonstrates commitment to the WA business- community by actively participating
☐ Desire to make a positive change	□ Recognised as an advocate for DEI and dedicated to creating an inclusive working environment
Engagement and Participation (Optional)	Networking and Community Involvement
■ Nominate a mentor(/s) who will participate in the MiF's mentoring community program	☐ Invitations to MiF networking events
	☐ Featured in MiF community stories and success highlights
	 Opportunities to engage with a diverse pool of candidates (aspiring professionals)
	Access and Opportunities
	☐ Early access to updates, reports, and newsletters
	☐ Priority for future collaboration opportunities



Associate partner

Join the Associate Partnership Tier to demonstrate your organisation's commitment to promoting Diversity, Equity, and Inclusion (DEI) and supporting diverse talent in integrating into the workforce. As an Associate Partner, you will gain valuable branding and marketing exposure by aligning with MiF's vision and mission. While this tier (no fees involved) does not include the comprehensive services and benefits of our paid membership tiers, it offers an excellent opportunity to associate your organisation with our cause and explore potential deeper engagement through different membership tiers in the future.

EMPOWERING PROFESSIONALS

This slide presents the membership model and available options for organisations. The organisation selects the tier, and the cost is determined by the number of participating students, members, or constituents.

Essential (Module 1)	Enhanced (Modules 1 & 2)	Mastery (Modules 1 & 2 & 3)
	Essential tier, plus:	Enhanced tier, plus:
Selection of 4 Workshops (*) from the following options:	Selection of 4 Workshops (*) from the following options:	☐ 1-on-1 Mentoring
Communications	☐ Diversity, Equity, Inclusion	☐ Specialised Internship Fair
□ Teamwork	☐ Entrepreneurial Approach	☐ Recruitment Advisory Workshop
□ Problem-Solving	☐ Conflict Resolution	☐ Speed Networking Event
☐ Time Management	☐ Negotiation Skills	
□ Leadership	☐ Personal Branding	
□ Cultural Sensitivity	□ Networking	
	☐ Al Tools	

^{*} Additional workshops can be arranged independently.

PHASE 1

MEMBERSHIP

Target Members:

Universities, Vocational Colleges, Government Agencies, Social Service Organisations, Not-For-Profits.



To learn more about Phase 1, Click here



FROM INTERNSHIP TO EMPLOYMENT

Our membership tiers are primarily based on the size of your organisation and the number of internship placement opportunities you provide. The table below serves as a guide to help identify an appropriate tier. However, we understand that every organisation has unique circumstances, and we welcome discussions to determine the best tier for your goals and needs. On the next slide, you'll find more detail about the features included in each tier.

Org Size / Internships	None	1-2 Interns	3-5 Interns	6-10 Interns	11-15 Interns	16-20 Interns	21-30 Interns	30+ Interns
1-20 FTE	Bronze	Bronze	Bronze	Silver	N/A	N/A	N/A	N/A
21-50 FTE	Bronze	Bronze	Silver	Silver	Gold	Gold	N/A	N/A
51-200 FTE	Bronze	Bronze	Silver	Silver	Gold	Gold	N/A	N/A
201-500 FTE	Bronze	Bronze	Silver	Gold	Gold	Gold	Platinum	Platinum
501-1,000 FTE	Bronze	Silver	Silver	Gold	Gold	Gold	Platinum	Platinum
1,001-5,000 FTE	Bronze	Silver	Silver	Gold	Gold	Gold	Platinum	Platinum
5,001-10,000 FTE	Bronze	Silver	Silver	Silver	Gold	Gold	Platinum	Platinum
NFP / Charity	Bronze	Bronze	Silver	Silver	Gold	Gold	Platinum	Platinum

PHASES 2 & 3

MEMBERSHIP

Target Members:

Businesses of all sizes and from all sectors, Industry Associations, and Professional Organisations.



<u> To learn more about Phases 2 & 3, Click here</u>



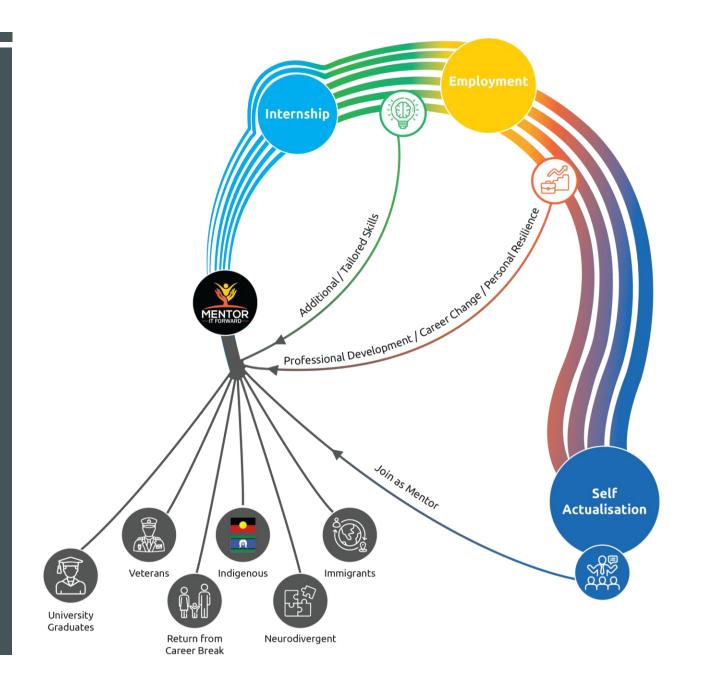
For a detailed discussion about which membership tier best fits your organisation and to obtain a quote, please reach out to: Affiliation@MentorItForward.org

Feature / Tier	Bronze	Silver	Gold	Platinum		
		All Bronze benefits, plus:	All Silver benefits, plus:	All Gold benefits, plus:		
Visibility and Branding	☐ Member spotlight in program materials (incl. Name/Logo)	Mention in social mediaEnhanced visibility in program communications	Name/Logo on digital contentFeatured branding on the program website	Name/Logo on printed materialsPremier branding in all program communications		
Events	 Guest participation in all networking events Guest participation in all Internship and Employment fairs 	MiF Internship and Employment fairs Company Pull-Up banner in Internship and Employment fairs	MiF networking events Company Pull-Up banner Representation with a company table MiF Internship and Employment fairs Participation in live simulations/exercises	 □ Interview on MiF Podcast □ Blog post on MiF website MiF Internship and Employment fairs □ Public talk MiF networking events □ Public talk 		
Workshop Participation			☐ Work preparation intense program (selection of 1 topic)	☐ Work preparation intense program (selection of 2 topics)		
Mentorship and Engagement	 Access to mentor-vetted talent pool Dedicated mentorship throughout the internship Opportunity to provide mentorship 					
Exclusive Opportunities		 Access to exclusive reports, data, or insights on industry trends and developments 	 Exclusive access to specialised workshops, training sessions, or panels tailored specifically for members 	 Invitations to VIP networking events, dinners, or receptions 		
Access to MiF Employment Board	☐ Basic access with limited posting opportunities	☐ Enhanced access to the MiF employment board with increased posting opportunities	 Premium access to with priority posting opportunities and additional features (e.g. highlighted listings) 	 Exclusive access with unlimited posting opportunities, premium features, and personalised support from the program team 		
Sustainable Business	☐ ESG Awareness Sessions	□ Basic ESG Training	☐ Customised ESG Workshops☐ ESG Reporting Support	ESG Impact AssessmentDedicated ESG Advisor		
Promoting Diversity, Equity, Inclusion (DEI)	☐ DEI Recognition and Branding	☐ DEI Networking and Collaboration	☐ DEI Workshops and Training	☐ DEI Recruitment Support		

MIF ROADMAP TO SUCCESS

This roadmap highlights MiF's vision for the ideal career journey. We see it as a guided path for aspiring professionals from any background and at any stage of their careers. Regardless of where they are in their journey, MiF can provide the support and guidance they need to thrive. We understand the path to success is not linear; as such MiF is committed to accommodating individual needs while fostering DEI and bridging the gap between theory and practice at every step.

Explore the various phases outlined in this roadmap – from developing foundational skills and securing internships and employment to concentrating on professional development and personal resilience – and discover where your organisation can play a pivotal role.



NEXT STEPS



THE QUESTION IS NOT WHY YOU SHOULD JOIN. IT'S HOW CAN YOU AFFORD NOT TO?

Hello again, it's Sarah.

As we reach the conclusion of this presentation, I hope the stories shared today—mine included—have illuminated the transformative power of the MiF program. You've seen the very human impact of what we do.

As I stand before you now, I'm not just a beneficiary of this program; I am a testament to its potential to change lives. The skills I've gained, the confidence I've built, and the professional network I've developed are all fruits of this initiative, which your organisation has the power to support and expand.

By partnering with MiF, you aren't just investing in another mentoring platform or corporate program. Your organisation positions itself as a forward-thinking trailblazer, committed to nurturing talent and shaping a dynamic future for all of us in Western Australia.

Let's join hands to nurture and unlock the amazing potential that resides within our community.

Together, we can continue to craft success stories that are not only inspiring but also emblematic of the bright future we can build together.

Warm regards,

Sarah



For further discussion, contact us:

Mentor it Forward Inc.

- +61 (0) 452 512 151
- Affiliation@MentorItForward.org
- www.MentorItForward.org



APPENDIX



APPENDIX A

PHASE 1

MIF EMPOWERING PROFESSIONALS

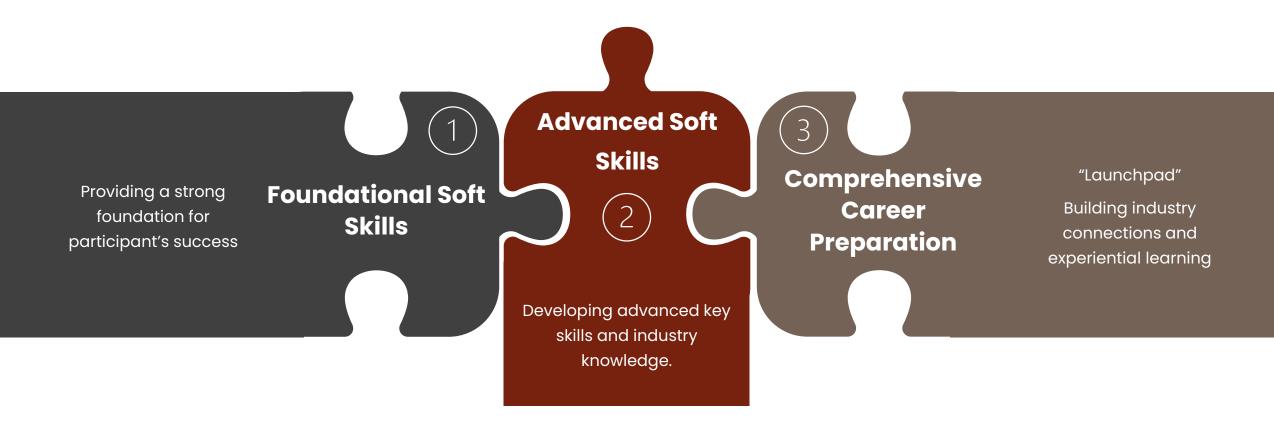
Target Members:

Universities, Vocational Colleges, Government Agencies, Social Service Organisations, Not-For-Profits.

Organisations with a vested interest in supporting their students, clients, or constituents, including those from under-represented backgrounds, in developing the skills and knowledge needed to enter the workforce.

MIF MODULES - OVERVIEW

This section delves deeper into phase 1 of the **Employment Inclusivity** Program (modules 1-3). Supporting institutions play a crucial role in shaping participants' career aspirations and equipping them with the skills and experiences needed to succeed in the workplace.





Cultural sensitivity and appropriate accommodation for DEI special needs will be maintained.

MODULE 1 - FOUNDATIONAL SOFT SKILLS



Module Content: Through multiple structured sessions of industry-based scenario(*) exercises, participants practice soft skills in communication, teamwork, problem-solving, time management, leadership, and cultural sensitivity that are relevant and applicable to their future work environment. These sessions are facilitated in a safe learning environment in which participants are encouraged to fully engage, make mistakes and learn with/from other peers.

Learning Outcomes:

- Increase awareness and acceptance among all the participants on Diversity Equity and Inclusion (DEI).
- Develop effective communication skills for articulating ideas clearly and building rapport.
- Enhance teamwork abilities to contribute meaningfully to projects and achieve shared goals.
- Acquire problem-solving frameworks and tools to approach challenges constructively.
- Improve time management skills for prioritising tasks and meeting deadlines.
- Foster leadership qualities such as the ability to take initiative, demonstrate responsibility, and inspire others.

Values for supporting institutions:

- Enhances participants' employability by equipping them with essential soft skills sought after by employers.
- Promotes a culture of psychological safety, fostering an environment where participants feel comfortable expressing themselves and seeking feedback.

^{*} Industry-based scenarios will be designed based on job analysis to increase relevancy and impact.

MODULE 2 – ADVANCED SOFT SKILLS



Module Content: These advanced structured interactive workshops are designed to equip job seekers with practical skills that are highly sought after by employers. Facilitated by industry-experienced professionals, they create a conducive environment for participants to practice these practical skills. The training covers a range of topics(*), including Diversity, Equity and Inclusion (DEI), entrepreneurial approach, conflict resolution, negotiation skills, personal branding, networking, and how to effectively leverage the use of AI tools in real-world applications.

Learning Outcomes:

- Develop cultural awareness and the ability to recognise and respect diversity in the workplace.
- Cultivate an entrepreneurial mindset, fostering flexibility, creativity, and resilience in the face of change.
- Acquire conflict resolution and negotiation skills to navigate professional relationships effectively.
- Build a strong personal brand by articulating unique skills and value propositions.
- Develop networking strategies to connect with mentors, employers, and industry professionals.
- Explore the practical applications of AI and learn effective strategies for harnessing AI tools.

Values for supporting institutions:

- Equips participants with a well-rounded skillset that complements academic knowledge, enhancing their employability.
- Demonstrates the institution's commitment to participants' career preparedness, attracting top talent.
- Provides access to valuable data and insights on industry trends and employer needs.
- Offers an opportunity to showcase additional value beyond academic coursework, enhancing the institution's reputation.

* Industry-based scenarios will be designed based on job analysis to increase relevancy and impact.

MODULE 3 - COMPREHENSIVE CAREER PREPARATION



Module Content: The 'Comprehensive Career Preparation' module offers one-on-one mentoring to complement academic learning and provide a broader perspective on career opportunities and personalised feedback. Additionally, MiF organises specialised internship fairs to connect participants with potential employers in their respective fields(*). MiF has also partnered with recruitment companies to conduct workshops on resume writing, interview skills, and navigating the job application process. This knowledge is then put into practice during a speed networking event, where participants can connect with hiring managers from various companies and improve their networking skills.

Learning Outcomes:

- Gain practical knowledge and confidence in job-seeking skills, including resume writing, interview skills, and networking.
- Build strong professional networks and access internship and job opportunities aligned with career goals.

Values for supporting institutions:

- Broadens participants' access to internship and job opportunities, increasing their employability.
- Educate on industry trends and best practices for recruiting to enhance employers' recruitment pools and efficiency.
- Positions the institution as a leader in career preparation, attracting top talent and enhancing graduate employability.

APPENDIX B

PHASE 2 ORGANISATIONAL

INTERNSHIPS

Target Members:

Businesses of all sizes and from all sectors, Industry Associations, and Professional Organisations.

PHASE 2: INTERNSHIPS

Phase 2 of the **Employment Inclusivity** program is designed specifically for organisations from the business ecosystem. By becoming a member, offering internship opportunities and seeking talented candidates for employment openings, you play a crucial role in equipping, guiding, and supporting aspiring professionals as they prepare to integrate into the workplace.

This phase also places a strong emphasis on Diversity, Equity, and Inclusion (DEI) from both the perspective of the internship candidates and the organisations themselves. For organisations, having DEI-focused candidates means actively contributing to a diverse and equitable workplace culture. For candidates, regardless of background, the internship provides the opportunity to feel valued and supported.

Services Included:

- **Mentor-Vetted Talent Pool**: Gain access to a pool of qualified candidates (phase 1, modules 1-2), who have been vetted by MiF mentors (phase 1, module 3), ensuring they possess the necessary skills and experience to contribute meaningfully to your organisation, while being continuously supported and guided.
- Targeted Matching Process: Through a comprehensive matching process, MiF carefully aligns candidates' educational backgrounds, competencies, and knowledge with your specific project, optimising the value they can contribute.
- Dedicated Mentorship Throughout Internship: Interns receive ongoing support and guidance throughout their internship with access to a dedicated MiF mentor who is readily available for ongoing one-on-one consultations. This ensures a smooth experience and maximises learning opportunities.



Internship options can be tailored and customised to meet the specific goals and requirements of your organisation.

APPENDIX C

PHASE 3 ORGANISATIONAL EMPLOYMENT

Target Members:

Businesses of all sizes and from all sectors, Industry Associations, and Professional Organisations.

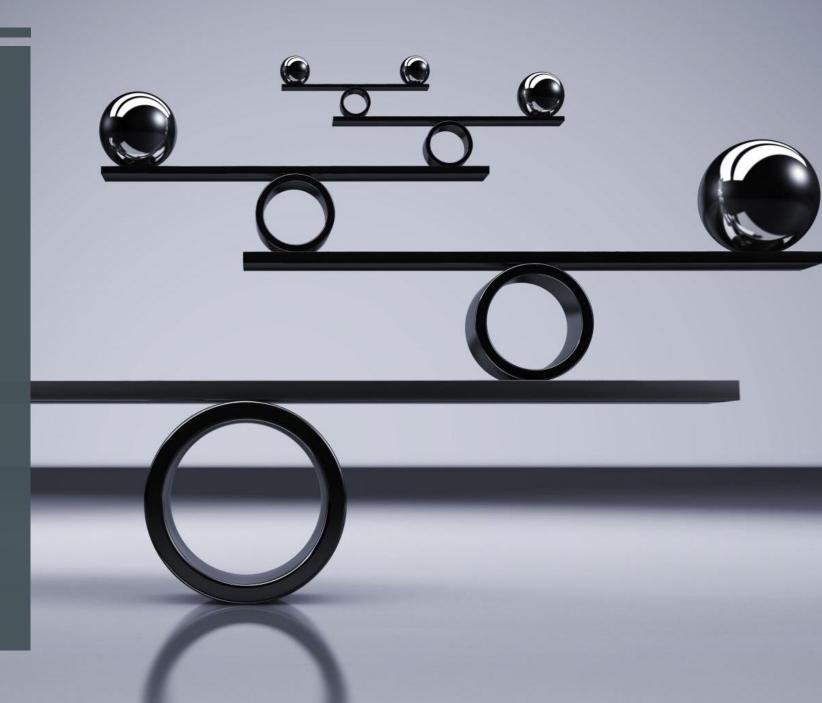
PHASE 3: ORGANISATIONAL EMPLOYMENT

Phase 3 of the **Employment Inclusivity** program emphasis a collaborative support from organisations committed to fostering a diverse and skilled future workforce. By becoming a member, you will actively participate in shaping the program's curriculum and create employment placements. This involvement will ensure alignment with current industry needs, build a strong future talent, foster Diversity, Equity and Inclusion (DEI), and enhance brand reputation as an employer of choice.

Services Included:

- Internship and Employment fairs: participate in external events fairs facilitated by MiF allowing connections with a wider pool of talent and potential employees.
- Behavioral Soft Skills Training On-Site (*): MiF's on-site skills development training program supporting new employees in the transition period (3 months from hiring date).
- Access to MiF employment board: advertise job openings or find top-tier candidates who align with open positions, streamlining recruitment process and filling positions faster.
- * Content of training can be chosen from a list of topics based on the organisation's needs

BENEFITS FOR members,
SUPPORTING
PHASES 2 & 3



GENERAL BENEFITS FOR MEMBERS, SUPPORTING PHASES 2 & 3

Support and Guidance

- MiF ensures candidates possess the skills and knowledge that align with your organisation's needs (phase 1).
- MiF prioritises duty of care and psychological safety, creating a positive and secure learning environment for all participants.
- Well-structured program with dedicated support for interns and employees to increase satisfaction and productivity.

High-Quality Candidates

- Members benefit from interns and new employees supported by tailored content aligned with their objectives and norms, increasing the likelihood of a productive and successful working environment.
- Members benefit from interns and employees who are provided with a psychologically safe environment to practice and grow.

Brand Reputation

- Members associated with MiF (Not-For-Profit), partnering universities and other industry partners are positioned as leaders in fostering talent and innovation.
- Members' involvement in supporting the community through internship and employability programs fosters positive relationships and goodwill.
- Members are associated with the Diversity, Equity and Inclusivity (DEI) approach, one of MiF's goals.

END

For further discussion, contact us:

Mentor it Forward Inc.

- +61 (0) 452 512 151
- Affiliation@MentorItForward.org
- <u>www.MentorItForward.org</u>

