

Let's Connect: Mentorship for Women Apprentices FAQ

1. What's the criteria for becoming a mentor?

- Experienced tradespeople in one of the **39 Red Seal construction or manufacturing trades**.
- Additionally, ideal mentors meet at least one of the following criteria:
 - A journeyperson with a Certificate of Qualification
 - Currently in the final year of their apprenticeship
 - Have a minimum of 5-6 years of hands-on experience in the trade

2. As a mentor, what are my responsibilities?

- Recognizing that participation in the mentorship program is voluntary and not a paid role.
- Being available to your mentee in accordance with the program's expectations, and proactively rescheduling meetings with at least 24 hours' notice when possible.
- Engaging actively in the mentoring relationship and offering constructive, supportive feedback to help your mentee grow.
- Meeting with your mentee through the agreed-upon methods—whether in person, by phone, or via video - as outlined in the program.
- Remaining open to feedback from your mentee and adapting your approach to best support their needs and goals.
- Seeking guidance or making appropriate introductions through your network to provide additional support when you don't have the answer.
- Addressing any issues directly with your mentee and involving the Program Manager when challenges cannot be resolved independently.
- Maintaining the confidentiality and professionalism of the mentoring relationship by safeguarding any personal or sensitive information shared.
- Communicating any concerns or difficulties to the Program Manager in a timely manner.
- Participating in program evaluations by completing surveys and providing feedback when requested.

3. Why should I become a mentor?

Strong mentorship builds stronger tradespeople and stronger workplaces. Behind every great tradesperson is a mentor who made a difference — on the jobsite and beyond. Mentoring a woman apprentice is an opportunity to pay forward the support you had or wished you had on your journey and contribute to creating a supportive, safe and inclusive experience for women in trades.

4. What is the expected time commitment for mentors?

The number and duration of meetings is determined by each mentor/mentee pair. We recommend meeting 4-6 times during the 6-month period for 30-90 minutes each time. Meetings can be face-to-face, over the phone, or virtual. There will be short surveys to complete at the mid and end point of the mentorship program.

5. What if I don't have time right now to become a mentor?

This program is being administered in cohorts. You can show your interest now via the sign-up form and indicate that you are interested in participating in the future should your schedule allow. We will contact you when recruitment for the next cohort begins to confirm if you are available at that time.

6. What resources are available to support mentors?

- Mentor training is provided at the beginning of the program.
- Upon completion of key milestones in the program, participants may be eligible to receive an honorarium to offset some costs associated with participation.
- We will also provide you with a list of resources to refer your mentee if they have career-related questions beyond the scope of the mentor/mentee relationship.

7. Can I mentor more than one person at a time?

It is anticipated that most matches will be 1:1 unless participants express interest otherwise. If you have the time to mentor multiple people, you can let us know when you **fill out the enrollment form**.

8. How can I mentor again?

We will contact all mentors at the end of the cohort to invite you to participate in the next cohort.

9. Does the training provided in this program count as approved mentoring training for the Journeyperson Financial Incentive program?

No. Learn more about approved training [here](#).

10. Does participation in this program count as mentoring, training, or supporting an apprentice under the Journeyperson Financial Incentive program?

No, to receive funding under the Journeyperson Financial Incentive program, journeypersons must provide mentoring for skill development training to an apprentice within the workplace. This program provides an opportunity for mentorship beyond the on-site training relationship.

11. What are the criteria for mentees entering the program?

Women apprentices who are registered in one of the [39 Red Seal construction or manufacturing trades](#). Mentees can be at any stage of their apprenticeship.

12. As a mentee, what are my responsibilities?

- Attending scheduled meetings with your mentor as outlined by the program, whether in person, by phone, or via video call.
- Being flexible and considerate of your mentor's time by making every effort to accommodate their schedule.
- Preparing in advance for each meeting to ensure productive and meaningful discussions.
- Being open to receiving coaching and feedback to support your personal and professional growth.
- Addressing any concerns or issues directly with your mentor and seeking support from the Program Manager if needed.
- Communicating in a professional manner throughout the mentorship.
- Maintaining the confidentiality and professionalism of the mentoring relationship by safeguarding any personal or sensitive information shared.
- Providing at least 24 hours' notice if you need to reschedule.
- Participating in program evaluations by completing surveys or providing feedback when requested by the Program Manager.

13. What resources are available to support mentees?

- Mentee training is provided at the beginning of the program.
- Upon completion of key milestones in the program, participants may be eligible to receive an honorarium to offset some costs of participation.

14. What if I don't have time right now to become a mentee?

- This program is being administered in cohorts. You can show your interest now via the sign-up form and indicate that you are interested in participating in the future should your schedule allow. We will contact you when recruitment for the next cohort begins to confirm if you are available at that time.

15. Why should I become a mentee?

- This program provides an opportunity to get extra support while you navigate your journey to trade certification. This is also an opportunity to build a relationship with someone who is an experienced trades professional and who can provide unbiased advice and guidance to your support career goals, work through challenges and answer any burning questions you may have about your apprenticeship journey and experience.
- Apprentices participating in the program may:
 - Want to connect with a mentor to support their apprenticeship journey,
 - Want to network and connect with others in their trade and industry
 - Be curious about industry trends and the latest technology,
 - Feel stalled or isolated in their apprenticeship or workplace, or
 - Be seeking guidance to succeed in their apprenticeship and skilled trades career.

16. Does participation in the program count toward my apprenticeship hours?

No, this program is outside of regular apprenticeship requirements.

17. What is EnPoint?

EnPoint is a local Nova Scotian company with expertise in mentorship and is administering the program on behalf of NSAA. They have collaborated closely with NSAA to develop and deliver this mentorship program, drawing on their experience working with many local companies and community partners to build impactful, tailored mentorship experiences. Once you are registered in the program, communication regarding matching, training, and milestones will come from EnPoint.

18. How do you match mentors with a mentee? Will I be matched with someone in the same trade as me?

When you register for a cohort, you will indicate your preferences for matching in the online form. We will do our best to match you with a mentor who meets your preferences. There is no requirement to be matched with someone who is in the same trade as you.

19. What is the time commitment to participating?

- The Mentorship Program is structured with a beginning and an end date. The mentor-mentee relationship will last for 6 months.
- You are required to meet at least 4 times, but are encouraged to meet up to 6 times during this period.
- If a mentor and mentee agree to meet more than 6 times during the program, that is acceptable but not required.
- After the required number of meetings, there is no requirement for the mentor and mentee to meet; however, if both parties agree, the mentoring relationship can continue outside of the Mentorship Program.
- Meetings will typically last an hour (although this may vary as needed).

20. How will mentors and mentees communicate? Will we need to meet face-to-face?

Communication may be in person, via phone, e-mail, video chat, text or instant message, or other form of communication. The method of communication will be determined by the partners involved.

21. Will the personal and professional information I share through the Mentoring Program be kept confidential?

Yes.

22. How do I sign up?

Complete our [enrollment form](#) for mentees or mentors.

23. I've been waitlisted for this cohort. What do I do now?

When registration for the next cohort opens, we will send the link out to all waitlisted individuals first.

24. Who do I contact if I have questions?

- For general inquiries about the program, contact NSAA at WiT@novascotia.ca or 1-800-494-5651 or 902-424-5651.
- For participant support once enrolled in the program, contact Julia Brine at EnPoint: Julia@enpoint.ca or 902.880.6945.