



ENDUNAMOO MENTORSHIP PROGRAMME

WELCOME NOTE



Dear Mentor,

We have written this note as both a welcome letter to those who will be joining our mentorship programme as well as an invitation to those that are interested in joining our mentorship programme. We have written this note to provide you with crucial information about the programme and its administration. We firmly believe that this information will empower you to deliver the very best as well as to ensure that you receive the absolute best from our programme as well as the team.

Welcome to Endunamoo

Endunamoo was established in 2013 and since then it has delivered its programme and empowered over 1 000 candidates. Over these past 10 years, we have built the organisation from a support tuition provider for UNISA CTA to delivering one of the most comprehensive and successful ITC programmes and recently we were accredited by SAICA as the first black owned professional programme provider for the APC assessment.

Our vision is simple: it is to continually contribute to the transformation of the chartered accountancy profession. It is our desire to see every candidate who joins any of our programmes to leave and become and responsible leader.

The organisation is founded on the principles of expert learning with a personal touch. On the principle of expert learning, we continually seek to partner with highly talented and competent individuals to deliver high quality academic and professional programmes to our candidates. In line with our personal touch mantra, we provide non-academic support through various initiatives such as this mentorship programme. We consider ourselves privileged to be partnering with you in this mentorship journey.

Welcome to the Mentorship Programme

Introduced in 2018, the mentorship programme is a voluntary programme open to all qualified chartered accountants. Elelwani is the designated Mentorship Director and leads all initiatives relating to the mentorship programme, supported by the rest of the leadership team. From an administrative support, the mentorship programme is under the supervision of our Chief Caretaker, Zeliya Banda, who looks after all our wellness support initiatives.

Every year, we seek ways to improve the mentorship programme's value add to our candidates as well as to improve our administration processes to provide efficient support to our mentors. In this note, we will share some of the initiatives that you can look forward to in this academic year.

Mentorship Enrolment Process

We subscribe to a one-to-one mentorship programme which means that each mentee is allocated one mentor, and a mentor is allocated one mentee throughout the academic year to allow sufficient time to deliver a high-quality mentorship programme.

The minimum requirement to be a mentor to any APC registered candidate, is that you are required to have qualified as a chartered accountant and/or completed the APC assessment. This is because, in addition to emotional support, our mentors are partners in the development of core professional skills which relate to



critical thinking, business acumen, ethical leadership and effective communication. For mentorship for the CTA and/or ITC programmes, you need to have at least successfully completed the ITC assessment.

For prospective mentors, we have simplified the enrolment process, being your first step to become a mentor in our programme. All you need to do is **complete a survey** with your particulars – the survey is available on MyUniverse. As soon as you have completed the form, you will receive two emails, one from our Mentorship Team and the other from our Contractors Support Team.

We have launched an innovative pairing process where your profile is initially shared with prospective mentees to help them with the selection process. In turn, all prospective mentees are required to also complete a survey with their personal and professional particulars. As soon as they have completed the survey, they will be eligible to review the profiles of the mentors and indicate their preference based on the information you populated in the mentor survey.

Once the pairing is completed, a confirmation email is sent out to the mentor and the mentee confirming the details of the partner. A full profile as provided in the survey as well as the contact details will then appear on MyUniverse under *My Mentor Activities* to facilitate the first engagement. We recommend that the mentor contacts the mentee to **arrange for an initial meeting within 72 hours** following the receipt of the confirmation email.

We observe the applicable privacy of information legislation, and we confirm that all reasonable and best endeavors have been taken to secure your personal information. We further confirm that the information you share via the mentorship survey will be used solely for the mentorship programme (and, if so interested, the marking appointments and other related contract work).

Mentorship Induction Process

Once successfully enrolled into the mentorship, the next step will be to attend **the mentorship induction session which will be held on Thursday, 30 March 2023 at 18h00**. During the induction session, we will cover the following matters:

- Our vision and values
- Objectives of mentorship
- Our mentorship programme
- Our APC programme
- Profile of our candidates
- Mentor expectations
- Mentee expectations
- Benefits to you
- MyUniverse Orientation

For mentors that miss the session, the recorded Mentorship Welcome Session will be uploaded on MyUniverse under *My Mentor Activities*. To access the video for the first time, you will need to click 'Take the Course' for the links to be activated. This is a crucial step in the mentorship journey, and we consider it imperative for everyone to watch this session to ensure that they are well positioned to add and receive value from the mentorship programme.



Mentorship Welcome Pack

To officially welcome you in the programme, the mentorship support team will send you a welcome pack with Endunamoo goodies (alternatively, you may collect your welcome pack from our Midrand campus). This year's welcome pack will include, as a small token of our appreciation of your willingness to support our candidates: 1) a personalised welcome note; 2) an Endunamoo branded journal, and 3) an Endunamoo branded hoodie, golf t-shirt, scarf, & or beanie. Deliveries are expected to commence as from 1 June 2023.

Mentorship Engagements

In order to ensure that you are kept abreast of the mentorship programme, our engagements with you will be facilitated via MyUniverse, our online platform, as well as via WhatsApp. On MyUniverse, there will be a dedicated menu called *My Mentor Activities* which will grant the following privileges:

- Access your mentees' assessments and results
- Update your personal and professional particulars
- Access a calendar with mentorship and marking dates
- Share feedback on your mentorship engagements with us
- Confirm your delivery address to receive the welcome pack
- Access any support material, including mentorship induction session
- Access key communication set out to mentors within the programme
- Access contact details of the mentorship team and contact us for any support

Please take some time to **familiarise yourself with the My Mentor Activities** menu on MyUniverse. A short video will be posted to provide guidance on the use of MyUniverse and a brief guidance will be covered during the mentorship induction guidance. We have also included the contact details of the online mentorship support team that you may contact for assistance.

WhatsApp is generally used to send immediate messages of an administrative nature (e.g., a link to live session), and it is not a primary platform for mentorship engagements. It is therefore not necessary to be part of the WhatsApp group as all communication will be shared via MyUniverse, and an email copy is sent to your registered address for any updates shared via MyUniverse.

Mentee Engagements

All prospective mentees are required to complete a survey with their personal and professional particulars. As soon as they have completed the survey, they will be eligible to review the profiles of the mentors, on a no-name basis, and indicate the preference based on the information populated in the mentor survey.

We will review those preferences and finalise the pairing, as per the preference or with amendments to the initial preferences. Once the pairing is completed, a confirmation email is sent out to the mentor and the mentee confirming the details of the partner. A full profile as provided in the survey as well as the contact details will then appear on MyUniverse under *My Mentor Activities* to facilitate the first engagement. We recommend that the mentor contacts the mentee to **arrange for an initial meeting within 72 hours** following the receipt of the confirmation email.



Opportunities for Mentors

Marking Opportunities

Our programme boasts preparatory assessments as well as case study assessments that aim to develop our candidates' technical and professional competence. In our effort to better integrate the mentorship programme into our academic and professional programmes for the candidates' benefit, markers that are also active mentors in the programme will be prioritised in selecting the marking team. We firmly believe that by being involved in the marking process, your engagements with your mentees will be enhanced.

Contact Us

The mentorship's programme is administered and supported by the following team members:

Chief Caretaker

Zeliya Banda

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MyUniverse Online Coordinator

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Delivery Coordinator

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We also have a team of Candidate Caretakers that deal directly with the candidates. Their regular engagements with candidates give them a special understanding of the issues that candidates face in the programme, personal and professional environments. They may contact you during the course of the mentorship programme to share some of those insights with you to help you enhance your contribution with your mentees. Alternatively, you may contact them directly – their details are available on MyUniverse via *My Mentor Activities*.

For any matters that require our input or consideration as the leadership team, you may direct them to us directly via email or WhatsApp. We will endeavor to address them within 72 hours following receipt.

Yours in empowerment

Elelwani, Ferdi and Rendani