

Mentoring Agreement

Between:

Name:

e-mail address:

Starting date membership IA|BE:

(to be completed by IA|BE)

Hereafter called **the Mentee**,

And

Name:

e-mail address:

Hereafter called **the Mentor**

1. Purpose of the mentoring agreement

The mentee, young member of IA|BE, wishes to work toward becoming an IA|BE Qualified Actuary.

2. The duration of the mentoring agreement

Twelve months, counting from the moment the agreement is signed between the mentee and the mentor.

3. The following was agreed upon

The mentee will send the signed mentoring agreement to the Accreditation Committee within one month of starting the membership with IA|BE.

The mentee agrees to be guided by a mentor.

The mentee agrees to provide feedback on his professional activities to the mentor at regular intervals or at the mentor's request or at his own request.

The mentor passes on information and experiences, but the main task is to guide the mentee in his/her growth process and to be open to learning and growing the mentee himself/herself.

The responsibility is mutual and individual.

Apart from information collected to record meetings have taken place, general feedback and evaluation, the relationship is strictly confidential and content of meetings will remain between the mentor and mentee.

Twelve months after the start of the mentorship, a report will be drawn up jointly by the mentee and the mentor in which the mentor testifies on the professional experience of the mentee.

This report shall be submitted to the Accreditation Committee for approval.

Name Mentee

Name Mentor

Date:

Date:

Starting date mentoring agreement:

(to be completed by IA|BE)