



Letter of Understanding

The Letter of Understanding is an acknowledgement and understanding between Mentor and Mentee to formalise the mentoring relationship in achieving the objectives of the CARE programme. It outlines the roles of the Mentor and Mentee as well as relevant privacy issues. This document is to be signed by both Mentor and Mentee in the first meeting, and to be kept in a safe place by the Mentee.

The objectives of CARE Programme are as follows:

To provide guidance to the graduates and ensure they acquire the appropriate degree of professional competencies in order to qualify as a chartered accountant.

Roles of a Mentor

- i. To sign the Letter of Understanding.
- ii. To assist the mentee in choosing appropriate areas of work.
- iii. To guide the mentee to collect suitable workplace evidence to demonstrate accomplishment of relevant competencies.
- iv. To review and provide feedback on the competencies achieved by the mentee.
- v. To verify and sign-off on each competency achieved by the mentee.

Roles of a Mentee

- i. To identify a mentor and establish working relationship.
- ii. To sign the Letter of Understanding.
- iii. To discuss with the mentor their work plans in achieving the required level of competency.
- iv. To update the record of the practical experience by acknowledging each competency achieved.
- v. To ensure competencies achieved are verified and signed off.
- vi. To update the Institute of any changes, e.g. change of mentor or employer.

The Mentor and Mentee agree that they will not, both during and after the period of mentorship, for whatever reason, make improper use of the confidential information acquired by virtue of the CARE Programme to gain directly or indirectly an advantage for themselves or any other person or to cause detriment to the other party.

Both parties agree to abide by the terms of this Letter of Understanding as outlined above.

The execution of this document by the Mentor and Mentee does not in any way create any legal obligations, or a legal relationship between any and/or both parties with the Institute.

Name of Mentor

Name of Mentee

Signature / Date

Signature / Date

Note: This document is for the Mentee's records only and does not need to be sent to the Institute at any stage of the CARE Programme.