This entry kit is supplied to help you prepare your MFAA Excellence Awards entry prior to submitting.

You can draft, review and finalise your awards question responses based on the information supplied in this document before copying and pasting them into the MFAA Excellence Awards online entry portal.

**Please note:** You cannot use this form to submit your answers. No email submissions will be accepted. You can only enter the MFAA Excellence Awards by using the **online submission portal accessible from Thursday 2 January 2025** via the following url: <https://mfaa.eventsair.com/2025-mfaa-excellence-awards/enter>

**Category: MENTOR OF THE YEAR**

**Entry criteria**

Open to all MFAA Endorsed Mentors.

To be eligible for the award, the qualifying criteria is as follows:

* You must have either an individual MFAA membership or be the nominated representative of an entity that holds a broking business MFAA membership.
* You must be an MFAA Endorsed Mentor.
* You must have been mentoring for more than two years.

**OTHER THINGS TO NOTE about your submission**

* All answers and testimonials should refer to the qualifying period (1 January 2024 – 31 December 2024).
* You are encouraged to include examples in your answers.
* You should adhere to the word limit. Judges will mark down answers that exceed the word limit.
* You may only enter each category once.
* If you are looking for tips on writing a submission, visit the Awards website [here](https://mfaa.eventsair.com/2025-mfaa-excellence-awards/submission-tips)

**Business overview**

*Word limit: 100 words*

Provide a brief overview of your organisation or the organisation you work for.

*The business overview is for context only, to help judges understand your business’ unique circumstances. It will not be scored by the judges.*

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| *Draft your answer here.* |

**APPROACH**

*Word limit: 250 words*

Describe the philosophy and approach to your mentoring.

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| *Draft your answer here.* |

**SUCCESS**

*Word limit: 250 words*

How has your approach contributed to a successful mentoring experience for you and your mentees? Include the number of mentees who have graduated from your process.

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| *Draft your answer here.* |

**TOOLS AND PROCESSES**

*Word limit: 250 words*

What tools and processes do you use to support your mentoring program and/or your mentees.  Provide examples.

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| *Draft your answer here.* |

**LEARNINGS**

*Word limit: 250 words*

Describe a time when your mentoring program or mentee experience did not meet your expectations.  What strategies and actions did you implement to manage the situation?

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| *Draft your answer here.* |

**Additional information for judge’s consideration**

*Word limit: 250 words*

Please inform the judges as to why you believe you are deserving of this award. This is your opportunity to summarise why you feel you deserve to win this category, and/or to include any additional information not noted in your entry so far.

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| *Draft your answer here.* |

**NOW YOU ARE READY TO SUBMIT.**

Have the following ready when you submit your entry online.

1. Your MFAA member number
2. A high-resolution headshot photo (for individual awards) or business logo image (for business awards), recommended size 2-3MB, in either .jpeg or .png format

**If you are submitting on behalf of another person**: ensure you create a new submission account for them and enter their contact details. Do not submit entries for multiple people using the same account.

**Personal declaration**

When entering the MFAA Excellence Awards, you will be required to agree to the following personal declaration in order to proceed.

* The information given in this application is complete, true and correct;
* I am not or have not been subject to any disciplinary proceedings by the MFAA, my aggregator, sub-aggregator or by AFCA (or any EDR scheme I am a member of) currently and/or within the qualifying period;
* I have adhered to and continue to adhere to the [MFAA Code of Practice](https://www.mfaa.com.au/about-us/membership-framework/code-of-practice) and [MFAA Disciplinary Rules](https://www.mfaa.com.au/about-us/membership-framework/disciplinary-rules);
* I have read, understood and agree to the [MFAA Awards Terms and Conditions.](https://mfaa.eventsair.com/2025-mfaa-excellence-awards/awards-tcs)