

CA SCHOOL OF BUSINESS MENTOR CONFIDENTIALITY AGREEMENT

This Agreement is an integral part of the application to be part of the CASB Mentorship Program.
This statement must be signed by each individual applying for access to the Mentor Website
before WebCT IDs and Passwords are assigned.

Please read carefully, complete, sign and return this agreement.

I understand and agree to the following statements regarding the use of the CASB Learning Materials:

- CASB materials and website content are proprietary. The module contents, reference materials, and on-line tutorials may be used only for the purpose of mentoring students in your CA Training Office in the CASB program.
- Providing copies or access to other parties – including other persons in your CA Training Office – is illegal and will result in serious penalties, including possible referral to the disciplinary processes of your provincial institute(s).
- Mentors must not transmit tasks or assessment results from any module to students they are mentoring in subsequent modules. All possible steps should be taken to ensure that students are not passing down answers rather than using the tasks to enhance their individual learning and competency development.
- The facilitator assigned by CASB to review the students' submissions has access to the CASB assessment template and has received training in competency assessment. Mentors should not "second guess" the judgment of the review in discussions with students. Any concerns with the substance or tone of the feedback provided to the student should be communicated to CASB's Director of Facilitation and Review.

I understand and agree to the following statement regarding limits on the scope and nature of assistance that I will provide to each student that I am mentoring:

- The CASB program is built upon a foundation of individual facilitated learning. Its primary objective is to enable students to learn "how" and "where" to find the answers, not simply to provide the "right" answer. Providing **the** "answers" to any student or group of students inhibits the student's learning and is in violation of this agreement. A mentor should be able to discuss the important aspects of assigned tasks, from both a procedural and technical point of view, but should in no way take responsibility for the student's work.

Declaration

I have read and understood the terms and conditions of the above agreement and declare that I am a member in good standing of _____.

Provincial Institute/Ordre

Signature of CA Mentor

Date

Protection of Privacy – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, General Registrations, 301, 1253 91 Street SW, Edmonton, AB, T6X 1E9, email – generalregistrations@casb.com, phone – 1 866 420 2350 or local - 780 420 2350.