

**INN-3 Green Star Mentor Program**POINTS  
AVAILABLE**2****AIM OF CREDIT**

To encourage and recognize companies or individuals that mentor new entrants outside of their business in the application of Green Star tools on registered active Green Star projects, to help grow and develop applied knowledge of Green Star, and to grow Green Star on the African continent.

**CREDIT CRITERIA**

**Up to a maximum of 2 Points are awarded to any project where:**

An individual or group of individuals, all with at least two certified Green Star projects of the relevant tool under their belts (each individual has experience on at least two certified projects), of at least 4, 5, or 6 Star certified, undertake a structured mentor program with an individual who has not yet played the role of Green Star AP (registered with the GBCSA). The mentorship program must cover at **least 120 hours** spent together in mentoring sessions in accordance with the additional guidance, which can include working on the project together, over the key project stages of the Green Star appointment by a client.

The 2 points are awarded as follows:

- **One point** is awarded where this program is for a person not employed by the company that is registered for the Green Star project, and the person being mentored is wanting to grow their own Green Star business; OR
- **Two points** are awarded where this program is for a person not employed by the company that is registered for the Green Star project, and the person being mentored is wanting to grow their own Green Star business and this person is from the designated groups as defined by the South African employment equity act.

**DOCUMENTATION REQUIREMENTS / EVIDENCE****Green Star – All Tools**

Submit all the evidence and ensure it readily confirms compliance.

- Copy of Signed Contract
- Time Sheet Records
- Copy of national ID of that country of the mentee
- Copy of relevant Green Star AP certificate for the mentors and mentees
- Signed letter from the client

**INN-3 Green Star Mentor Program**POINTS  
AVAILABLE**2**

**Copy of a Signed Contract** between the mentors and mentee, describing the hours and period over which the mentorship program will run, as well as a description of what the mentorship program will entail. (Green Star: Design, As Built, Interiors, Exiting Building Performance or Sustainable Precincts)

**Time Sheet Records** of hours spent on mentoring the mentee from the mentors (Green Star: As Built, Interiors, Exiting Building Performance or Sustainable Precincts), where the time sheets have been signed off by the line manager of the staff responsible for the mentoring.

**Copy of ID of that country of the mentee** showing that the mentee is a permanent resident, and confirming what designated group they are from, per the South African Employment Equity Act.(Required if targeting the second point)

**Copy of relevant Green Star AP certificates** for the mentors and mentee showing that those involved are qualified Green Star APs for the relevant project that they are being mentored on.

**Signed letter from the client** confirming that the mentee has received the number hours of mentoring, and as per the scope set out in the GBCSA Innovation Credit.

**ADDITIONAL GUIDANCE / RESOURCES**

The mentorship program must include time spent on:

- Preparing a fee proposal
- Preparing an internal resource plan for the Green Star work
- Engagement with the energy modeling team (where relevant)
- Participation in a Green Star project workshop
- Attendance at selected project meetings at critical times in the project
- Participation and mentorship in guiding professional team members on areas of their responsibility
- Participation and mentorship in preparing one submission for credits including Ene-1 and Wat-1 (where these are being targeted),and for at least 4 other credits
- Participation and mentorship in receiving Round 1 and Round 2 comments, issuing clarifications to the GBCSA, and preparing the revised submission on one or two full credit submissions
- Guiding the client on how to market their Green Star certification

**REFERENCES**

Link to the Employment Equity Act: <http://www.labour.gov.za/DOL/legislation/acts/employment-equity/employment-equity-act-and-amendments>