



**Australian Government**

# **TLIM4004 Mentor individuals or small groups**

**Release: 1**

## **TLIM4004 Mentor individuals or small groups**

### **Modification History**

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

### **Application**

This unit involves the skills and knowledge required to mentor individuals or small groups (two to five people) in the workplace.

It includes preparing for and undertaking mentoring, providing practice opportunities as well as reviewing mentoring processes and progress. It includes developing the required workplace competence in other workers on a one-to-one or small group basis in an on-the-job environment.

This unit applies to experienced workers who take on a mentoring role.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### **Pre-requisite Unit**

Not applicable.

### **Competency Field**

M – Training and Assessment

### **Unit Sector**

Not applicable.

### **Elements and Performance Criteria**

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
<b>1 Prepare for mentoring</b>	<p>1.1 Specific mentoring needs are identified and confirmed through consultation with appropriate personnel</p> <p>1.2 Mentoring objectives are matched to identified development needs</p> <p>1.3 Mentoring relationship is established with mentoring</p>

participant/s

1.4 Mentoring approaches are planned, documented and agreed with mentoring participant/s

1.5 Mentoring delivery methods are selected appropriate to mentoring participant needs, mentor availability, location and resources

## **2 Mentor in the workplace**

2.1 Mentoring is conducted in a safe and accessible workplace environment

2.2 Strategies and techniques are employed that facilitate the learning process

2.3 Mentoring objectives, sequence of activities and assessment processes are discussed with mentoring participant/s on a regular basis

2.4 Systematic approach is taken to mentoring, which is regularly revised and modified to meet mentoring participant needs

## **3 Provide opportunities for practice**

3.1 Practice opportunities are provided for participant/s

3.2 Various methods for encouraging learning are implemented to meet mentoring participant needs

## **4 Review mentoring**

4.1 Mentoring participant/s are encouraged to evaluate own performance and mentoring experience, and to identify areas for improvement

4.2 Own performance as a mentor is evaluated and areas for improvement are identified and acted upon

4.3 Mentoring participant readiness for assessment is monitored and assistance is provided to collect evidence of satisfactory performance

4.4 Mentoring plan and process are evaluated in context of self-assessment, mentoring participant feedback, evaluation of own performance, supervisor comments and measurements against workplace objectives

4.5 Mentoring details are recorded according to enterprise and legislative requirements

4.6 Review results are used to guide further workplace mentoring

## **Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to TLIM4004A Mentor individuals or small groups.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>