



**Australian Government**

# **BSBLED805 Plan and implement a mentoring program**

**Release: 1**

## BSBLED805 Plan and implement a mentoring program

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to develop and implement a mentoring program for a particular section or group within an educational organisation, or for a specific business purpose or objective within an enterprise whose core business is not education, or as a collaborative partnership spanning more than one organisation (such as to advance occupational or industry-specific skill needs).

It applies to individuals who plan, develop, implement, monitor and evaluate a mentoring program that results in learning forged through a defined and active learning partnership with a mentor. The program should develop and use tools that enhance both the learning and the phased relationship, and it should be monitored and evaluated to ensure it explores and meets the mentee's learning needs.

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

### Unit Sector

Workforce Development – Learning and Development

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan mentoring program	1.1 Determine benefits of, and need for, a mentoring program 1.2 Define mentoring program purpose and objectives 1.3 Develop mentoring program plan with appropriate outcomes, in consultation with key stakeholders 1.4 Establish relevant management structures and wider support requirements

ELEMENT	PERFORMANCE CRITERIA
	1.5 Determine mentoring program modes and methods 1.6 Determine methods and resources required to report mentoring program outcomes
2. Develop tools and materials to support mentoring program	2.1 Develop range of tools and resources appropriate to mentoring program modes and methods 2.2 Establish mentor and mentee selection criteria, procedures and tools 2.3 Establish formal requirements for mentor-mentee relationship and communicate these requirements to all parties 2.4 Establish rules, procedures and requirements encompassing key accountabilities and responsibilities 2.5 Develop means to report and collate outcomes from mentor-mentee relationship
3. Coordinate mentor and mentee relationships	3.1 Implement strategies for recruiting and accurately matching mentors with mentees 3.2 Induct mentors and mentees into program 3.3 Ensure plans required for personal growth are developed by mentors and mentees 3.4 Cultivate rapport, mutual trust and teamwork in mentoring relationship 3.5 Consider and address cultural differences and diversity issues in all mentor-mentee communications 3.6 Use data and reporting tools supporting program to monitor mentor-mentee relationship
4. Evaluate mentoring program	4.1 Complete mentoring record-keeping and reporting requirements using agreed technology, reporting processes and procedures 4.2 Evaluate mentoring program against agreed outcomes and report through relevant management structures 4.3 Document improvement opportunities for future mentoring programs based on program evaluation

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1-1.6, 2.1-2.5, 3.1-3.3, 3.6, 4.1-4.3	<ul style="list-style-type: none"> <li>Interprets textual information obtained from a range of sources and determines how content may be used to meet requirements</li> </ul>
Writing	1.1-1.6, 2.1-2.5, 3.1, 3.2, 4.1-4.3	<ul style="list-style-type: none"> <li>Communicates complex relationships between ideas and information by creating reports</li> <li>Documents results of mentoring program using required organisational formats</li> </ul>
Oral Communication	1.3, 2.3, 2.5, 3.1, 3.2, 3.4, 3.5, 4.2	<ul style="list-style-type: none"> <li>Uses appropriate language to provide information and encourage discussions</li> <li>Applies listening and questioning techniques to check and confirm understanding</li> </ul>
Navigate the world of work	4.1	<ul style="list-style-type: none"> <li>Adheres to organisational policies and procedures</li> </ul>
Interact with others	1.3, 2.3, 3.2, 3.4, 3.5, 4.2	<ul style="list-style-type: none"> <li>Tailors communication to achieve its purpose, demonstrating understanding of needs of particular audiences</li> <li>Collaborates with others to set and facilitate shared outcomes</li> <li>Invests time and energy in building rapport with others as an integral part of interactions</li> </ul>
Get the work done	1.1-1.6, 2.1, 2.2, 2.4, 2.5, 3.1, 3.6, 4.3	<ul style="list-style-type: none"> <li>Plans, organises and implements tasks required for mentoring program, including coordinating schedules for interviews and sessions with others</li> <li>Identifies and analyses issues to aid in decisions about appropriate modes, methods and resources</li> <li>Evaluates outcomes of decisions, considering results from a range of perspectives and identifying key concepts and principles that may be adaptable to future situations</li> <li>Uses digital tools to store, access and organise information about the mentoring program</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBLED805 Plan and implement a	BSBLED705A Plan and implement a	Updated to meet Standards for	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
mentoring program	mentoring program	Training Packages  Recoded to meet AQF Standards	

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>