



**Australian Government**

# **Assessment Requirements for FBPPPL3007 Support and mentor individuals and groups**

**Release: 1**

## Assessment Requirements for FBPPPL3007 Support and mentor individuals and groups

### Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 6.0.

### Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has supported and mentored at least one individual, and at least one group (of at least three people), to achieve agreed outcomes, including:

- modelling behaviour and performance consistent with company policy and procedures
- effectively supporting others
- providing meaningful feedback on individual and group performance.

### Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- company policies and procedures as they apply to the work area
- regulations and legislative requirements, including:
  - sexual discrimination
  - harassment and bullying
  - equal employment opportunity
  - anti-discrimination
  - racial vilification
  - work health and safety
  - food safety
  - environmental management
- industry awards and workplace agreements to develop an awareness of the main issues covered as they affect day-to-day work arrangements
- techniques for structuring and explaining work-related information to meet the needs of people in the work area

- interpersonal communication skills, including appropriate questioning, listening and feedback techniques
- communication strategies for working effectively with both individuals and groups
- workplace arrangements for training and assessment and related responsibilities
- boundaries of responsibility and related procedures for feedback, counselling and disciplinary procedures
- formal arrangements and responsibilities for mentoring others relating to work role
- meeting procedures and recording requirements relevant to the workplace
- basic group process facilitation procedures, including:
  - planning group processes
  - identifying the purpose
  - confirming the appropriate attendance
  - decision making
  - documenting basic group processes.

## Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - systems and programs for supporting development and mentoring of others
  - resources to support mentoring role
- specifications:
  - regulatory, licensing and legislative requirements
  - industrial awards and agreements
  - workplace policies, codes of practice and procedures
  - workplace systems and procedures for consultation, feedback, counselling and discipline
  - information systems, including recording and retrieval systems
- relationships:
  - individuals and team members as specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>