Assessment Requirements for PSPGEN123 Provide workplace mentoring

Release: 1

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Modification History

Supersedes and is not equivalent to PSPGEN035 Provide workplace mentoring.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and, for one mentoring relationship:

- set goals
- engage in relationship building including trust, confidentiality and rapport building
- use communication strategies, including listening, questioning, giving and receiving feedback
- prepare a mentoring plan between mentor and mentee that sets out clear objectives for a mentoring relationship with a specified term
- facilitate at least two mentoring sessions
- prepare a report, including feedback from both mentor and mentee identifying the outcomes of the mentoring arrangement and significance to the organisation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, regulations, policies, procedures and guidelines relating to the provision of workplace mentoring in the public sector
- principles of equity and inclusion related to mentoring
- codes of conduct
- codes of ethics
- learning styles
- mentoring methodologies
- strategies for working with a mentee, including encouraging self-reflection, confidence and the building of rapport
- negotiation techniques within defined parameters of a mentoring framework
- acceptable behaviour in the mentoring relationship.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to the provision of workplace mentoring in the public sector
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623