Assessment Requirements for TAEDEL414 Mentor in the workplace

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is equivalent to TAEDEL404 Mentor in the workplace.

Performance Evidence

The individual must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- negotiate and document an agreed mentoring plan with 1 mentee that sets out clear objectives and a timeframe for the mentoring relationship
- facilitate at least 3 mentoring sessions of at least 30 minutes each with 1 mentee.

Knowledge Evidence

The individual must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures and codes of practice relating to the provision of workplace mentoring, including:
  - equal employment opportunity, equity and diversity responsibilities
  - work health and safety (WHS) responsibilities
- key features of a mentoring plan suited to mentee needs and workplace context
- key methods and strategies for working with a mentee, including:
  - using active listening and open questions to build rapport
  - encouraging self-reflection and confidence
- acceptable behaviour in a mentoring relationship.

Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated workplace environment. Evidence gathered for assessment may include that collected in real time or via a submitted recording.

This includes access to:

- mentoring plan template

- at least 1 mentee.

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

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3