



Australian Government

TLIM0004 Mentor individuals or small groups

Release: 1

TLIM0004 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.

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

ELEMENTS

Elements describe the essential outcomes.

1 Prepare for mentoring

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Specific mentoring needs are identified and confirmed through consultation with appropriate personnel

1.2 Mentoring objectives are matched to identified development needs

- 1.3 Mentoring relationship is established with mentoring participants
- 1.4 Mentoring approaches are planned, documented and agreed with mentoring participants
- 1.5 Mentoring delivery methods are selected appropriate to mentoring participant needs, mentor availability, location and resources
- 1.6 Confidentiality of the mentoring relationship is established and maintained in accordance with legislation, policy and procedures
- 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 Personal experiences and knowledge are shared with the participants being mentored on a regular basis to agreed objectives
 - 2.4 Mentoring objectives, sequence of activities and assessment processes are discussed with mentoring participants on a regular basis
 - 2.5 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 participants
 - 3.2 Participants being mentored are supported to develop and use skills in problem solving and decision making
 - 3.3 Various methods for encouraging learning are implemented to meet mentoring the participant's needs
 - 3.4 Feedback to the participants being mentored is provided on progress towards achieving the expectations and goals of the mentoring process
- 4 Review mentoring**
 - 4.1 Mentoring participants 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 participants' readiness for assessment is monitored and assistance is provided to collect evidence of satisfactory

performance

- 4.4** Mentoring plan and processes are evaluated in context of self-assessment, mentoring participants feedback, evaluation of own performance, supervisor comments and measurements against participant's objectives
- 4.5** Mentoring details are recorded according to workplace and legislative requirements
- 4.6** Mentoring results are reviewed 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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIM4004 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>