Assessment Requirements for TLIM4004 Mentor individuals or small groups

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- building trust with mentoring participant/s
- communicating effectively verbally and in writing using a range of strategies including:
    - ensuring language used suits target audience
    - giving and receiving feedback
    - listening
    - questioning
- completing and maintaining required documentation and records
- developing effective planning documents
- ensuring currency of relevant legislative and regulatory knowledge
- maintaining confidentiality
- making recommendations for further mentoring opportunities
- motivating mentoring participant/s
- planning and managing time effectively
- planning for and managing contingencies
- providing high quality reports
- sequencing mentoring activity in a way that facilitates the development of competence
- transferring and applying skills and knowledge to new contexts
- working in a culturally diverse environment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- access, equity and human rights issues in relation to own area of work
- correct use of equipment and any other processes and procedures appropriate for mentoring
- ethical handling of performance issues
- identification of evidence of competency
- intended mentoring outcome
- job/role environment skills
- mentoring methodologies and strategies
- relevant legislation, regulations, codes of practice, standards, policies and procedures including:
  - equal employment opportunity (EEO)
  - WHS/OHS and other workplace requirements
- relevant workplace tasks, skills and knowledge
- workplace:
  - application of relevant competencies
  - training plan for competency development.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

Australian Industry Standards