



Australian Government

AMPPPL302 Provide mentoring

Release: 1

AMPPPL302 Provide mentoring

Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

Application

This unit describes the skills and knowledge required to mentor others in the workplace. Mentoring is a strategy to promote individual wellbeing in the workplace and to facilitate retention.

This unit applies to individuals who mentor others from any area or level of an organisation. Mentors may act as work champions or change champions on-site, and they usually hold the values of the company as core to their work. The focus of the mentoring in this unit is about assisting another worker, or another team member, to fit in positively with the organisation.

This unit applies to individuals who work under broad direction and take responsibility for their own work, including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

No licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Prepare for mentoring	1.1 Identify and confirm mentoring needs through consultation with appropriate personnel 1.2 Match mentoring objectives to identified development needs 1.3 Use effective communication styles to develop trust, confidence and rapport 1.4 Plan and agree on the mentoring activities, taking location and availability into account 1.5 Agree and document mentoring expectations and goals 1.6 Seek input from relevant personnel if required
2. Provide mentoring support	2.1 Assist individual to identify and evaluate opportunities to achieve agreed goals and development activities 2.2 Share personal experiences and knowledge with individuals to assist in progress to agreed goals and development 2.3 Provide a supportive environment to allow individuals to progress towards achieving their goals 2.4 Encourage individuals to make decisions and take responsibility for the courses of action or solutions under consideration 2.5 Provide assistance and guidance in a manner that allows individuals to retain responsibility for achieving their goals
3. Evaluate effectiveness of mentoring	3.1 Recognise and openly discuss changes in the mentoring relationship 3.2 Make adjustments to the relationship to take account of the needs of both the mentor and the individual 3.3 Seek feedback from the individual and other relevant personnel to identify and implement improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
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Skill	Description
Learning	• Maintain confidentiality
Writing	• Document a mentoring plan, including goals, timeframes, location and resources
Oral communication	• Listen effectively and clarify information as required • Use different methods and techniques for eliciting and interpreting feedback • Interact effectively with individuals who have different work styles, aspirations, cultures and perspectives

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPPPL302 Provide mentoring	AMPX307 Provide mentoring	Unit code updated Performance Criteria clarified Foundation Skills added Performance Evidence, Knowledge Evidence and Assessment Conditions revised	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPPPL302 Provide mentoring

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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 established, maintained and evaluated a mentoring relationship with at least one individual, over a period of at least four weeks, in a workplace setting.

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:

- access, equity and human rights issues in relation to own area of work
- workplace procedures, work instructions, relevant regulatory requirements and how they apply to mentoring processes
- relevant workplace health and safety requirements
- methods for identifying development opportunities
- mentoring methodologies and strategies
- role and benefits of mentoring in a workplace
- effective communication methods.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- specifications:
 - workplace policies and procedures relevant to mentoring relationships
- relationships:
 - interactions with mentee.

Assessment for this unit must include at least three forms of evidence.

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

Links

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