



Australian Government

AMPX307 Provide mentoring

Release: 1

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Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to act as a mentor to others in the workplace. Mentoring is a strategy to promote individual well-being in the workplace and to facilitate retention.

In the meat industry, mentors play a key role. Mentors may be from all areas and levels of the organisation. Mentors may be the people champions or change champions on-site. Mentors can be found in all sectors of the meat industry.

This unit must be delivered in the context of Australian meat processing standards and regulations.

All work should be carried out to comply with workplace requirements and hygiene and sanitation standards.

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.

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

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Establish mentoring relationship	1.1 Identify areas for development in accordance with organisational and individual requirements

Element	Performance criteria
	1.2 Use effective communication styles to develop trust, confidence and rapport 1.3 Make mentoring arrangements on how the relationship will be conducted 1.4 Agree upon expectations and goals 1.5 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

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMP3103B Provide mentoring	E
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPX307 Provide mentoring

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Performance Evidence

The candidate must be observed acting as a mentor to others in the workplace. Evidence must demonstrate the candidate's consistency of performance over time at production speed.

The candidate must:

- establish, maintain and appropriately modify a mentoring relationship
- use effective planning skills to organise activities
- apply communication skills in giving, receiving and analysing feedback relating to the mentoring process
- apply relevant problem-solving skills
- assist another individual to achieve their goals and development needs using significant workplace knowledge and experience
- demonstrate effective methods of mentoring
- apply relevant workplace health and safety, regulatory and workplace requirements
- demonstrate methods and techniques for eliciting and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Knowledge Evidence

The candidate must demonstrate a factual, technical, procedural and theoretical knowledge of:

- methods for identifying development opportunities
- enterprise Standard Operating Procedures (SOPs), work instructions, relevant regulatory requirements and how they apply to mentoring processes
- principles of mentoring
- role and benefits of mentoring
- relevant workplace health and safety, regulatory and workplace requirements
- methods and techniques for eliciting and interpreting feedback

Assessment Conditions

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Assessment must occur in the workplace and under normal production conditions.

A minimum of three different forms of assessment must be used.

Assessors must satisfy current standards for RTOs.

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