



Australian Government

Assessment Requirements for TLIM0004 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 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 participants
- communicating effectively using a range of strategies, including:
 - ensuring language used suits target audience
 - giving and receiving feedback both positive and constructive
 - active 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
- encouraging mentoring participants
- planning for and managing contingencies
- sequencing mentoring activity in a way that facilitates the development of competence
- transferring and applying skills and knowledge to new contexts
- reviewing mentoring results.

Knowledge Evidence

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

- correct use of equipment and any other processes and procedures appropriate for mentoring
- confidential handling of performance issues
- identification of evidence of competency
- intended mentoring outcome
- job/role 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

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 must include access to:

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

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>