



NGONG TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 1170-00208, NGONG HILLS
TEL: +254781012977

Email: ngongtvc@gmail.com OR info@ngongtvc.ac.ke
Website: ngongtvc.ac.ke



INDUSTRIAL ATTACHMENT

MENTORING TOOL

FOR

ELECTRICAL INSTALLATION LEVEL 6

TRAINEE'S NAME:

ADMISSION NUMBER:

COURSE:

LEVEL:

INSITUTION NAME:

ADRESS:

ATTACHMENT PERIOD FROM:TO:



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

**MENTORING TOOL
FOR**

ELECTRICAL INSTALLATION

LEVEL 6

FOREWORD

This mentoring tool has been developed by TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in partnership with trainers and industry experts in Electrical Installation.

Mentoring relationships have demonstrated to be an excellent way of enhancing professional growth. Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise and past mistakes and competencies can be strengthened in specific areas. Mentees will have the opportunity to establish valuable connections with higher level employees. The success of mentoring will depend on clearly defined roles and expectations in addition to the mentee's awareness of the benefits of participating in the mentoring program.

This mentoring tool is an assessment tool used to assess whether a mentee meets the National Occupational Standards for Electrical Installation Level 6. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary knowledge, skills and attitudes (worker behaviors) to work as Electrical Technician. The Mentoring will facilitate the experienced mentors in the world of work to share knowledge and experiences with mentees working under them towards a mutually beneficial professional development relationship. Mentors will be helpful in building competencies of mentees in areas of practice.

DR. LAWRENCE GUANTAI, PhD
CEO/COUNCIL SECRETARY

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
Institution's Registration Code of Trainee (Mentee)	
TVET CDACC Registration Code of Trainee (Mentee)	
Trainee's/mentee's Institution Details	Name:
	Physical & postal address:
	Phone and email address:
Date of Commencement of Mentoring Period (dd/mm/yyyy)	
Date of Completion of Mentoring Period (dd/mm/yyyy)	
Organization	Name:
	Physical & postal address:
	Phone and email address:

1.0 INFORMATION FOR USERS

1.1 Role of a Mentor

A **mentor** is someone who provides support and advice that empowers the mentee to achieve knowledge, skills and attitudes (worker behaviors). This may be a supervisor, manager or a worker who is an expert in a particular field.

The role of the mentor includes:

- Assisting mentee understand the organisation's requirements
- Assigning mentee tasks
- Observing mentee performance and record areas where the mentee needs improvement
- Assisting the mentee to come up with action plan for areas where he/she needs improvement

1.2 Role of Mentee

A **mentee** is a trainee who is on work placement (attachment) or is on-job training in an organization.

The role of the mentee includes:

- Completing the assessment tasks assigned by the mentor and filling out the self-assessment section
- Keeping the company's information confidential
- Being aware that he/she may be working with people from different backgrounds and cultures, so there is a need to respect those differences
- Asking for feedback and giving feedback when required.

2.0 How to use the mentoring tool

- Where a skill, knowledge or attitude is not applicable in a particular workplace, the mentee should indicate not applicable (NA)
- The mentor should ask the mentee oral questions to gauge the knowledge of the mentee
- The mentee should fill the self-assessment section upon self-evaluation
- The mentor should fill the mentor review record upon observing and evaluating the mentee
- Action plan should be filled by the mentee after agreeing with the mentor for any item assessed as needs to improve

3.0 Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment in planning of electrical installation work, installation of electrical systems, management of electrical installation sites, testing of electrical installation, commissioning of electrical

system, maintenance of electrical installation systems and maintenance of electrical system breakdown. Time spent in each section/department should be documented using form in Appendix 1.

4.0 Number of Assessments

Three assessments are to be conducted using the mentoring tool: one within the first month of the attachment where the mentor assesses the mentee to assess their initial level of competence; another assessment will be conducted within the second month of the attachment period to gauge the progress of the mentee and the third one will be conducted within the third month of the attachment.

5.0 Submission of Mentoring Reports

The trainee/mentee is required to submit each of the three mentoring reports (in hard or soft copy) to the Industrial Liaison Officer of the respective institution. The Industrial Liaison Officer is required to submit to TVET CDACC offices the three mentor's summary reports (Appendix 2). The mentoring reports for each trainee/mentee are to be kept in the institution and made available to TVET CDACC on request.

Table of Contents

FOREWORD	2
TRAINEE (MENTEE) DETAILS	3
1.0 INFORMATION FOR USERS	4
1. DEMONSTRATE COMMUNICATION SKILLS.....	7
2. DEMONSTRATE DIGITAL LITERACY	12
3. DEMONSTRATE ENTERPRENUAL SKILLS.....	18
4. DEMONSTRATE EMPLOYABILITY SKILLS.....	23
5. DEMONSTRATE ENVIRONMENTAL LITERACY	28
6. DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES	33
7. PERFORM WORKSHOP PROCESSES.....	38
8. APPLY ELECTRICAL PRINCIPLES	42
9. PLAN ELECTRICAL INSTALLATION WORK.....	46
10. PERFORM ELECTRICAL INSTALLATION	53
11. MANAGE ELECTRICAL INSTALLATION SITES.....	61
12. PERFORM TESTING OF ELECTRICAL INSTALLATION.....	69
13. PERFORM COMMISSIONING OF ELECTRIAL SYSTEMS	76
14. MAINTAIN ELECTRICAL INSTALLATION SYSTEMS	83
15. PERFORM ELECTRICAL SYSTEM BREAKDOWN MAINTENANCE.....	90

1. DEMONSTRATE COMMUNICATION SKILLS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Communication process					
2.	Communication strategy					
3.	Styles of group leadership					
	SKILLS The mentee:					
4.	Addresses conflicts promptly and in a timely way as per organisation's guidelines					
5.	Meets communication needs of clients and colleagues as per organisation's guidelines					
6.	Articulates effective communication techniques as per organisation's guidelines					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
7.	Conducts interviews as per organisation's procedures					
8.	Follows objectives and agendas for meetings as per organisation's procedures					
9.	Utilizes media to enhance presentations as per organisational procedures					

Note:

To be declared competent, the mentee must get:

1. 5 of the 9 (50%) items of evaluation correct and
2. Items 4, 5, 7, and 8 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

2. DEMONSTRATE DIGITAL LITERACY

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Functions of computer software and hardware.					
2.	Security and privacy of data.					
3.	Computer security threats and control measures.					
4.	Technology underlying cyber-attacks and networks.					
5.	Cyber terrorism and computer crimes.					
6.	Detection and protection of computer crimes.					
7.	Laws governing protection of ICT.					
8.	Challenges posed by emerging trends and issues in ICT.					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
9.	Identifies appropriate computer software and hardware for performing various tasks.					
10.	Identifies security threats and applies control measures in accordance with laws governing protection of ICT.					
11.	Applies word processing software in resolving workplace tasks, report writing and documentation.					
12.	Sorts, indexes, stores, retrieves and secures data					
13.	Applies internet and email for communication in workplace.					
14.	Prepares and edits presentations and prints handouts.					

Note:

To be declared competent, the mentee must get:

1. 7 of the 14 (50%) items of evaluation correct and
2. Items 10, 11 and 13 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
2.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

3. DEMONSTRATE ENTERPRENUAL SKILLS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation check-list, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Customers and product lines					
2.	Small-scale business plan and management					
3.	Basic marketing skills					
4.	Business innovation strategies					
	SKILLS The mentee:					
5.	Implements business innovation strategies as per the organisation's guidelines					
6.	Identifies and surveys target markets and buyers as per their preferences and brand loyalties.					
7.	Listens to stakeholders/clients feedback as per organization's policy					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
8.	Adheres to regional laws and regulations as per organization's policy					

Note:

To be declared competent, the mentee must get:

1. 4 of the 8 (50%) items of evaluation correct and
2. Items 5, 7 and 8 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

4. DEMONSTRATE EMPLOYABILITY SKILLS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Self-awareness and challenges in work-place.					
2.	Safe work habits					
3.	Professional growth and development					
4.	Creativity and innovativeness					
	SKILLS The mentee:					
5.	Attains job targets within key result areas.					
6.	Plans and organizes resources to achieve organization goals and objectives.					
7.	Demonstrates awareness of HIV and AIDS.					
8.	Abstains from drug and substance abuse.					

Note:

To be declared competent, the mentee must get:

1. 4 of the 8 (50%) items of evaluation correct and
2. Items 5 and 6 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

5. DEMONSTRATE ENVIRONMENTAL LITERACY

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Disposal methods of hazardous wastes					
2.	Types and control measures of environmental pollution					
3.	OSHA					
4.	Principle of 3Rs					
5.	Waste management procedures.					
	SKILLS The mentee:					
6.	Follows storage and disposal methods of hazardous waste according to environmental regulations and OSHA					
7.	Uses PPEs according to OSHA					
8.	Complies with environmental pollution control measures in accordance to environmental regulations and OSHA					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
9.	Employs waste management procedures following the principles of 3Rs (Reduce, Reuse, Recycle)					
10.	Resolves problems/ constraints encountered based on management standard procedures					

Note:

To be declared competent, the mentee must get:

1. 5 of the 10 (50%) items of evaluation correct and
2. Items 1, 3, 4, 6, 7, and 9 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

6. DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation check-list, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-as- sessment	Mentor re- view		
1.	OSH principles					
2.	Occupational hazards/risks					
3.	OSH procedures and policies/guidelines					
4.	OSH record keeping					
	SKILLS The mentee:					
5.	Identifies hazards in the workplace and/or its indicators of its presence					
6.	Identifies and implements appropriate control measures					
7.	Identifies and implements Prevention and control measures, including use of safety gears / PPE (personal protective equipment) for specific hazards					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
8.	Participates in the implementation of OSH procedures and policies/guidelines					
9.	Implements procedures for maintaining OSH-related records.					

Note:

To be declared competent, the mentee must get:

1. 5 of the 9 (50%) items of evaluation correct and
2. Items 1, 2, 3, 5, and 6 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

7. PERFORM WORKSHOP PROCESSES

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation check-list, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Workshop safety					
2.	Workshop tools, Instruments and equipment					
3.	Waste management					
4.	Record keeping					
	SKILLS The mentee:					
5.	Observes workshop safety as per OSHA					
6.	Selects and uses workshop tools, Instruments and equipment as per standard operating procedure and manufactures manuals					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
7.	Handles workshop tools, Instruments and equipment as per standard workshop practices					
8.	Adheres to care and maintenance of workshop tools, Instruments and equipment as per the organisation's guidelines					
9.	Troubleshoots and repairs/replaces faulty workshop tools and equipment					
10.	Disposes waste in line with EHS					
11.	Obtains, records and interprets test results as per organisation's procedure					

Note:

To be declared competent, the mentee must get:

1. 6 of the 11 (50%) items of evaluation correct and
2. Items 5,6,7,8,9,10 and 11 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

8. APPLY ELECTRICAL PRINCIPLES

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation check-list, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Basic SI units in Electrical					
2.	Ohms law					
3.	D.C and A.C circuits					
4.	Electrical machines					
5.	AC power supply					
6.	Power factor					
7.	Types of earthing					
8.	Types of lightening strokes					
9.	Electromagnetic field Theory					
10.	Two port networks					
11.	Refrigeration and Air conditioning					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
12.	Observes workshop safety as per OSHA					
13.	Identifies earthing points on an electrical installation					
14.	Tests earthing system in line with the IEE regulations					
15.	Identifies components of lightening protection system as per established standards					

Note:

To be declared competent, the mentee must get:

1. 8 of the 15 (50%) items of evaluation correct and
2. Items 12, 13, 14 and 15 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

9. PLAN ELECTRICAL INSTALLATION WORK

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Environmental health and safety standards					
2.	Types of electrical installations					
3.	Legal requirements relating to electrical installations					
4.	Measurements using metric system					
5.	Documentation and record keeping					
6.	Electrical system sizing					
7.	IEE regulations, British standards and KEBS					
8.	Different types of electrical installation drawings (Schematic, layout, wiring, single line and block diagrams)					
9.	Preparation of work plan					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
10.	Functionality of various tools/equipment and their use					
11.	Specifications and uses of various materials					
12.	Installation team acquisition					
13.	Electrical installation logistics					
14.	Workplace permits and licenses					
15.	Practicing licenses and their scope (EPRA,NCA)					
16.	Insurances and company policies					
17.	Contractual agreements and tendering					
	SKILLS The mentee:					
18.	Observes Safety regulations, occupational health and safety standards as per OSHA					
19.	Interprets drawings as per established standards					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
20.	Evaluates conditions of site according to the established procedures					
21.	Identifies installation routes as per the standard operating procedures					
22.	Taken measurements as per the expected installation design.					
23.	Prepares and shares work plan report with relevant parties as per the established procedures					
24.	Performs system sizing as per IEE regulations and set standards					
25.	Records and shares electrical installation system sizes as per established procedures					
26.	Assembles and checks tools, equipment and materials for specifications and functionality as per the standard operating procedure					
27.	Identifies type of work permits as per the type of installations and working stations					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
28.	Determines and records logistical requirements as per the work requirements					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
29.	Attentive to detail					
30.	Focused					
31.	Honest					
32.	Assertive					
33.	A team player					
34.	Creative					
35.	Time conscious					
36.	Self-motivated					

Note:

To be declared competent, the mentee must get:

1. 18 of the 36 (50%) items of evaluation correct and
2. Items 7, 8, 18, 19, 22, 23 and 24 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

10. PERFORM ELECTRICAL INSTALLATION

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Environmental health and safety standards					
2.	Measurement conversions					
3.	Drawing tools					
4.	Electrical components ratings and cable sizes					
5.	Cable routes					
6.	Types and interpretation of electrical installation drawings					
7.	Symbols and nomenclatures					
8.	Tools, Equipment and materials					
9.	Electrical wiring systems					
10.	Load calculations					
11.	Power ratings					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
12.	System labelling					
13.	IEE regulations, British standards and KEBS					
14.	Communication protocols					
15.	House keeping					
	SKILLS The mentee:					
16.	Observes Safety regulations and occupational health and safety standards as per OSHA					
17.	Applies first aid as per established procedures					
18.	Reports accidents and near misses to management as per established procedures					
19.	Interprets installation drawings as per established procedures					
20.	Applies symbols and nomenclatures in accordance with British standards					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
21.	Applies appropriate drawing tools as per organisation's procedures					
22.	Identifies and clearly shows components ratings and cable sizes as per IEE regulations					
23.	Uses single line diagram to show power supply, distribution, protection and balancing of loads as per IEE regulations					
24.	Shows cable routes clearly as per established procedures					
25.	Prepares and shares drawings and any deviations with relevant bodies as per organisation's procedures					
26.	Checks tools, equipment and materials for their specifications and functionality as per established procedures.					
27.	Assembles and stores tools, equipment and materials as per the established procedure					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
28.	Observes appropriate technical standards for the work as per established standards					
29.	Applies communication protocols as per organisation's procedures					
30.	Installs functional electrical system as per the design					
31.	Identifies and communicates to other service providers on the site before, during, and after the installation as per the organisation's procedures					
32.	Records and reports activities as per established procedures					
33.	Disposes waste in line with EHS					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
34.	Attentive to detail					
35.	Focused					
36.	Honest					
37.	Assertive					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
38.	A team player					
39.	Creative					
40.	Time conscious					
41.	Self-motivated					

Note:

To be declared competent, the mentee must get:

1. 21 of the 41 (50%) items of evaluation correct and
2. Items 16, 19, 22, 26, 30 and 33 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
2.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

11. MANAGE ELECTRICAL INSTALLATION SITES

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Environmental health and safety standards					
2.	Time management					
3.	Cost control measures					
4.	Documentation and record keeping					
5.	Electrical standards					
6.	Measurements					
7.	Work efficiency					
8.	Staff optimization					
9.	Report writing					
10.	Project monitoring and evaluation					
11.	Quality control					
12.	Work place procedures					
	SKILLS					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	The mentee:					
13.	Applies and adheres to safety procedures as per OSHA					
14.	Identifies team members based on their skills as per the established standards					
15.	Assigns duties and responsibilities to team members in accordance to their skills as per the organisation's procedure					
16.	Identifies procedures and timelines of activities based on the work plan as per the organisation's procedure					
17.	Monitors site activities in accordance with timelines, safety procedure and quality as per the organisation's procedure					
18.	Documents and shares findings with relevant parties as per the workplace procedure					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
19.	Records and shares work progress feedback to the team members as per the workplace procedure					
20.	Identifies installation parameters as per with the established standards					
21.	Identifies appropriate EHS standards					
22.	Monitors each activity against the identified EHS standards					
23.	Records and reports any activity against the EHS standards					
24.	Checks working drawings for correctness and compliance with the design as per established standards					
25.	Updates working drawings and shares with the team members as per the workplace procedure					
26.	Prepares installation report and shares with appropriate parties as per the workplace procedure					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
27.	Follows up and reports work relationship as per the established procedure					
28.	Sets up meeting rules and procedures as per the workplace procedure					
29.	Conducts meetings according to the set rules and procedures					
30.	Records and shares minutes of the meetings among the appropriate parties as per the workplace procedure					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
31.	Attentive to detail					
32.	Focused					
33.	Honest					
34.	Assertive					
35.	A team player					
36.	Creative					
37.	Time conscious					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
38.	Self-motivated					

Note:

To be declared competent, the mentee must get:

1. 19 of the 38 (50%) items of evaluation correct and
2. Items 10, 13, 14, 17, 19, 23 and 27 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

12. PERFORM TESTING OF ELECTRICAL INSTALLATION

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety					
2.	Types of tests					
3.	Test tools and equipment					
4.	Inspection					
5.	Testing					
	SKILLS The mentee:					
6.	Observes safety as per OSHA					
7.	Observes precaution in hazardous environment as per EHS					
8.	Identifies test points and tests to be carried out as per IEE regulations					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
9.	Prepares and stores test equipment for safe and easy access in accordance with established procedure					
10.	Carries out visual inspection as per established procedures					
11.	Verifies physical conditions of all fittings as per company's procedures					
12.	Assembles test tools and equipment as per established standards					
13.	Decides test sequence as per the test standards					
14.	Carries out tests as per the set standards					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
15.	Records and compares test results with permissible data parameters as per the data sheets and standards					
16.	Compiles and shares test report with relevant parties as per the organisation's procedures					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
17.	Attentive to detail					
18.	Focused					
19.	Honest					
20.	Assertive					
21.	A team player					
22.	Creative					
23.	Time conscious					
24.	Self-motivated					

Note:

To be declared competent, the mentee must get:

1. 12 of the 24 (50%) items of evaluation correct and
2. Items 6, 7, 8, 13 and 14 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

13. PERFORM COMMISSIONING OF ELECTRICAL SYSTEMS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Environmental health and safety standards					
2.	Electrical systems operation					
3.	Electrical system tests					
4.	Commissioning and handing over					
5.	Warranties and certificates					
6.	Documentation and record keeping					
7.	Tools and equipment					
8.	Insurance					
9.	Defects Liability					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
10.	Prepares commissioning schedules in consultation with the relevant parties as per the company's procedure					
11.	Prepares handover documents and tools checklist as per the company's procedure					
12.	Formulates commissioning procedures according to the design and established standards					
13.	Shares commissioning procedures with relevant parties according to the company procedure					
14.	Identifies system parameters in readiness for demonstration as per the established procedure					
15.	Demonstrates and records system functionality as per the established procedure					
16.	Avails systems operation manuals, brochures and as built drawings as per the company's procedure					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
17.	Trains users on the operation of the system and routine checks according to the operation manual					
18.	Issues completion certificates as per the company's procedure					
19.	Prepares and shares hand over documents with relevant parties as per the company's procedure					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
20.	Attentive to detail					
21.	Focused					
22.	Honest					
23.	Assertive					
24.	A team player					
25.	Creative					
26.	Time conscious					
27.	Self-motivated					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
28.	Attentive to detail					

Note:

To be declared competent, the mentee must get:

3. 14 of the 28 (50%) items of evaluation correct and
1. Items 10, 11, 12, 14, 15, 17, 18 and 19 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
2.		
3.		
4.		
5.		
6.		
7.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

14. MAINTAIN ELECTRICAL INSTALLATION SYSTEMS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety standards					
2.	Maintenance techniques					
3.	Inspection of electrical systems					
4.	Tool, equipment and materials					
5.	Testing of electrical system					
	SKILLS The mentee:					
6.	Identifies system to be maintained as per established standards					
7.	Defines type and scope of maintenance as per the system design					
8.	Refers to service manual as per the organisation's procedure					
9.	Develops maintenance schedule in accordance with the service checklist					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
10.	Refers to relevant maintenance procedures as per the established procedures					
11.	Inspects electrical systems as per the established procedures					
12.	Identifies and records defects outside maintenance schedule as per organisation's policy					
13.	Prepares list of tools, equipment and material as per the established procedure					
14.	Prepares maintenance checklist as per the service manual or the company's procedure					
15.	Carries out maintenance activities in the specified sequence, agreed timelines and in consultation with relevant parties as per the organisation's procedure					
16.	Observes safety and other regulations as per the established standards					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
17.	Records maintenance activities according to checklist as per organisation's procedures					
18.	Identifies test points as per the system manual					
19.	Conducts and records system tests results according to established procedure and company regulations					
20.	Documents and shares test results with the relevant parties as per the company's procedure					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
21.	Attentive to detail					
22.	Focused					
23.	Honest					
24.	Assertive					
25.	A team player					
26.	Creative					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
27.	Time conscious					
28.	Self-motivated					

Note:

To be declared competent, the mentee must get:

2. 14 of the 28 (50%) items of evaluation correct and
3. Items 6, 8, 9, 13, 14, 15 and 16 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
3.		
4.		
8.		
9.		
10.		
11.		
12.		
13.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

15. PERFORM ELECTRICAL SYSTEM BREAKDOWN MAINTENANCE

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety standards					
2.	Types of maintenance					
3.	Maintenance tools and equipment					
4.	Work place procedures					
5.	Types of system tests					
	SKILLS The mentee:					
6.	Identifies test points and parameters using the system manuals as per established procedure					
7.	Applies safety procedures as per OSHA					
8.	Conducts system trouble shooting in accordance with the set procedures					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
9.	Diagnoses system for failure as per established procedure					
10.	Compares the system parameters with the standard values.					
11.	Checks specifications & functionality of tools, equipment and materials as per established procedure					
12.	Repairs the system in accordance with the system manual where applicable as per the organisation's procedure					
13.	Records repair activities in accordance to the established procedures.					
14.	Obtains, records and interprets test results as per established procedure					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
15.	Attentive to detail					
16.	Focused					
17.	Honest					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), Observation checklist, products, photos and videos of products and services etc.
18.	Assertive					
19.	A team player					
20.	Creative					
21.	Time conscious					
22.	Self-motivated					

Note:

To be declared competent, the mentee must get:

4. 11 of the 22 (50%) items of evaluation correct and
5. Items 6, 7, 9, 21, 11, and 14 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
5.		
6.		
14.		
15.		
16.		
17.		
18.		
19.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:
REGISTRATION CODE OF TRAINEE:
NAME OF TRAINEE'S INSTITUTION:
NAME OF MENTOR
DESIGNATION
ORGANIZATION
DATE
SIGNATURE AND STAMP

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	