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INDUSTRIAL ATTACHMENT

MENTORING TOOL

FOOD PROCESSING TECHNICIAN

LEVEL 4

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

FOOD PROCESSING TECHNICIAN

LEVEL 4

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 Food Processing Technology.

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 Food Processing Technician Level 4. 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 skills, knowledge and attitudes (worker behaviors) to work as a Food Processing 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.

PROF. KISILU KITAINGE

CEO/COUNCIL SECRETARY

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
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:

INFORMATION FOR USERS

Role of a Mentor

A **mentor** is someone who provides support and advice that empowers the mentee to achieve skills, knowledge 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.

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.
- Upholding the organization's standards of work ethics.

Role of Industrial Liaison Officer

The Industrial Liaison Officer (ILO) is the officer in the training institution assigned the responsibility of coordinating activities of industry training based on TVET CDACC and institutions guidelines for industry training. The role of ILO include;

- Sensitizing trainees on their responsibilities during industry training

- Sensitizing mentors on their roles during industry training for trainees
- Coordinate industry training
- Receiving mentoring tools from trainees
- Ensuring mentorship tools are included in each candidate portfolio of evidence
- Upload candidate final mark to TVET CDACC portal

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 (NI).

Mentoring Period

The mentoring period should be at least three months. Mentee should spend at least two thirds of the attachment in performing food plant hygiene and sanitation, processing food products, maintaining quality of food materials, preserving food materials and dispatching processed food products. Time spent in each section/department/workstation/ should be documented using the form in Appendix A.

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. However, the assessment outcome is based on the third /final assessment.

Submission of Mentoring Reports

The mentor is required to submit the final report mentoring report (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 final mentor's summary report (Appendix B). The filled mentoring tools for each trainee are to be kept in the institution and made available to TVET CDACC on request.

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1. PERFORM FOOD PLANT HYGIENE AND SANITATION

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

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Workplace safety					
2.	Basic Food microbiology					
3.	Basic Food chemistry					
4.	Detergent composition and use					
5.	Basic food Quality/Safety management					
6.	PRPs e.g., Pest and rodent control, sanitation, GMPs					
7.	Close contamination and work flow					
8.	Equipment design and selection					
9.	Environmental safety					
10.	Basic Laboratory techniques					
11.	Computer packages					
	SKILLS					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	The mentee:					
12.	Identifies the cleaning method, and cleaning equipment as per the nature of food soils and areas					
13.	Obtains and formulates the cleaning reagents according to factory requirements and guidelines.					
14.	Identifies and utilises personal protection equipment (PPEs) as per OSHA requirements and workplace guidelines					
15.	Conducts food plant cleaning operations according to standard operation procedures (SOPs) and workplace instructions					
16.	Dismantles, cleans and assembles plant equipment according to specific manual guidelines					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
17.	Collects swabs and waste water samples for analysis as per workplace procedures and quality standards.					
18.	Cleans, dries, stores, sanitises and services the cleaning equipment as per specific guidelines and equipment manual.					
19.	Stores the reagents according to safety standards/regulations and workplace instructions					
20.	Collects, sorts and disposes food plant wastes as per factory guidelines					
21.	Weighs and stores recyclable wastes based on workplace requirements					
22.	Treats and discharges effluent as per workplace instructions					
23.	Maintains food plant, food, equipment, personal and environmental hygiene and sanitation records as per work requirements and NEMA regulations.					

Note:

To be declared competent, the mentee must get:

1. 12 of the 23 (50%) items of evaluation correct and
2. Items 15, 16, 18 and 22 correct.

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. PROCESS FOOD PRODUCTS

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

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Workplace safety					
2.	Basic Food chemistry					
3.	Basic Food microbiology					
4.	Basic sampling and analysis					
5.	Basic food Quality/Safety management					
6.	PRPs e.g., Pest and rodent control, sanitation, GMPs					
7.	Unit operations in food processing					
8.	Technology of specific food products					
9.	Equipment design and selection					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
10.	Identify, and obtains equipment for specific task in food processing as per work requirement					
11.	Orders, receives, weighs and records raw materials as per workplace procedures and guidelines					
12.	Collects samples, records sample collection information and hands over the samples for analysis as per work procedures and guidelines					
13.	Carries out sorting and/ or grading of raw materials as per work procedures and guidelines					
14.	Weighs and records sorted raw materials as per work procedures and guidelines					
15.	Carries out preliminary operations as per food specifications and work requirement					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
16.	Introduces the feed into the processing line as per workplace procedure and guidelines					
17.	Collects and records inline food samples as per SOPs					
18.	Monitors processing parameters and process-line products quality standards as per workplace requirements.					
19.	Collects finished product samples as workplace procedure and instructions					
20.	Monitors the efficiency of production equipment as per work requirements,					
21.	Adheres to Good Manufacturing practices (GMPs) as per workplace practices					
22.	Packages, stores and dispatches food as per work requirements					
23.	Follows shutdown procedures as per workplace instructions					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
24.	Cleans and sanitises production as per workplace quality standards					
25.	Prepares food processing equipment for maintenance as per maintenance guidelines and work place instructions					
26.	Maintains food processing records as per work place policy.					

Note:

To be declared competent, the mentee must get:

- 13 of the 26 (50%) items of evaluation correct and
- Items 13, 15, 18 and 21 correct.

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. MAINTAIN QUALITY OF FOOD MATERIALS

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

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Basic Food microbiology					
2.	Basic laboratory techniques					
3.	Quality management systems					
4.	Basic Food plant hygiene and sanitation					
5.	Food plant waste disposal					
6.	PPEs usage					
7.	Food plant cleaning detergents and sanitizers					
8.	Personal hygiene					
9.	Food statutory legislation and regulations					
10.	Report writing					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
11.	Identifies food raw materials and Sampling equipment for inspection according to workplace requirements					
12.	Identifies and uses PPEs based on OSHA standard requirements					
13.	Obtains inspection manuals and procedures as per workplace requirement					
14.	Samples and tests food raw materials, records and shares the results as per workplace instructions.					
15.	Samples, tests in-line food as per SOPs and records the results as per workplace instructions.					
16.	Samples, tests finished products as per SOPs and records the results as per workplace instructions.					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
17.	Identifies quality parameters of packaging materials and analyses their conformity according to quality guidelines and workplace instructions					
18.	Carries out required food plant sanitation procedures and checks for the effectiveness of the process as per quality requirements					
19.	Identifies and carries out specific PRPs as per food safety and quality requirements					
20.	Identifies, isolates and records defective food materials as per the workplace procedures					

Note:

To be declared competent, the mentee must get:

- 10 of the 20 (50%) items of evaluation correct and
- Items 14, 18, 19 and 20 correct.

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. PRESERVE FOOD MATERIALS

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

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Principles of food preservation					
2.	Pest and rodent control					
3.	Basic Food microbiology					
4.	Basic technology of specific food products					
5.	Basic Food plant hygiene and sanitation					
6.	Food plant waste disposal					
7.	PPEs usage					
8.	Food statutory legislation and regulations					
	SKILLS The mentee:					
9.	Identifies food materials,					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	preservation conditions and storage equipment as per workplace requirements					
10.	Cleans and sanitizes food store/equipment as per workplace instructions					
11.	Sets food preservation conditions as per work requirements					
12.	Adorns PPEs and adheres to personal hygiene and sanitation requirements according to workplace safety procedures					
13.	Prepares food materials for storage as per workplace requirement					
14.	Introduces and arranges food materials into the food store as per workplace requirement					
15.	Confirms and maintains storage conditions according to product storage requirements					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
16.	Identifies food stock according to batch numbers, ensures stock rotation and maintains stock records as per work requirement					
17.	Carries out pest and rodent control as per work requirement					
18.	Prepares and maintains pests and rodents control reports as per workplace requirement					
19.	Maintains food preservation records as per workplace instructions					

Note:

To be declared competent, the mentee must get:

- 10 of the 19 (50%) items of evaluation correct and
- Items 15, 16, 17 and 19 correct.

5. DISPATCH PROCESSED FOOD PRODUCTS

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

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Dispatch documents					
2.	Basic principles of food preservation					
3.	Basic store keeping					
4.	Basic Food microbiology					
5.	Basic Food plant hygiene and sanitation					
6.	Food plant waste disposal					
7.	Material handling					
8.	Occupational safety and health PPEs usage					
9.	Secondary and tertiary packaging					
10.	Quality parameters					
11.	Basic numeracy					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
12.	Food statutory legislation and regulations					
	SKILLS The mentee:					
13.	Obtains food product dispatch documents as per workplace procedures					
14.	Identifies, checks and isolates products for dispatch according to workplace procedures					
15.	Identifies and uses PPEs as per workplace instructions and OSHA requirements					
16.	Identifies, obtains and assesses the functionality of dispatch equipment and materials based on workplace requirements					
17.	Verifies, loads and arranges dispatch products according to dispatch documents and product requirements					
18.	Prepares and shares copies of					

S/N.	Items for evaluation (knowledge and skills)	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 item 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 processes e.t.c.
	dispatched food products' documents as per work requirement					
19.	Obtains return food product documents according to workplace procedures					
20.	Assesses and verifies returned food products as per return documents					
21.	Sorts, grades and dispatches returned food materials for storage, reworking, downgrading and disposal based on quality and workplace requirements					
22	Maintain dispatch records as per work place requirements					

Note:

To be declared competent, the mentee must get:

- 11 of the 22 (50%) items of evaluation correct and
- Items 14, 17, 20 and 21 correct.

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. WORKER BEHAVIOUR

Mentor and mentee: Please fill information for these sections in the respective columns. Initials should be used as given in the header below. The mentee is supposed to demonstrate the following worker behaviour.

S/N.	Items for evaluation (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 item 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 processes etc.
	The mentee is:		Self-assessment	Mentor review		
1.	An effective communicator					
2.	A team player/Impartial					
3.	Tolerant					
4.	Trustworthy					
5.	Respectful					
6.	Emotionally intelligent					
7.	A Problem solver					
8.	Open minded/open to correction and positive criticism					
9.	Self-aware					
10.	Creative and innovative					

S/N.	Items for evaluation (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 item 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 processes etc.
11.	Diligent/ thorough					
12.	Environmentally conscious					
13.	Time conscious					
14.	Presentable					
15.	Resilient and self-driven					
16.	Disciplined and observing organisation code of conduct					
17.	Growth oriented					

NOTE: (instructions for evaluation)

To be declared competent, the mentee must get 75% items of evaluation correct

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 75% of the items correct)</i> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

APPENDIX A: SUMMARY OF TOTAL PERIOD OF MENTORSHIP (TO BE FILLED BY MENTEE)

S/N	Section/Department/ Worksite/workstation/workshop/ workplace	Period (Weeks/days)	Mentor's Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

APPENDIX B: MENTOR SUMMARY REPORT (TO BE FILLED BY OVERALL SUPERVISOR)

NAME OF TRAINEE: REGISTRATION NUMBER OF TRAINEE: NAME OF TRAINEE'S INSTITUTION: NAME OF MENTOR: DESIGNATION: MENTORING ORGANIZATION: DATE : SIGNATURE AND STAMP:	
Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 50% of the items correct)</i>	

<i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	
Feedback from mentor (Supervisor):	
Mentor's signature:	Date
Feedback from mentee (trainee):	
Mentee's signature:	Date

APPENDIX C: ADDITIONAL SKILLS ACQUIRED DURING THE MENTORING PERIOD (TO BE FILLED BY MENTEE)

S/N	Additional skill acquired	Description of the task	What new things have you learned from this task
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

APPENDIX D: INDUSTRIAL LIAISON OFFICER FORM (TO BE FILLED BY ILO)

NAME OF INSTITUTION:

NAME OF ILO OFFICER:

DATE.....

REMARKS

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SIGNATURE AND STAMP: