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**INDUSTRIAL ATTACHMENT
MENTORING TOOL**

FOOD TECHNOLOGY

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

FOOD TECHNOLOGY

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 the Food processing Industry.

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 Technology 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 a Food 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)	
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:

INFORMATION FOR USERS

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.

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 organizations 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.

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment in managing quality of food product, processing of food products, managing food processing plant and developing new food products. Time spent in each section/department should be documented using 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 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 B). The mentoring reports for each trainee/mentee are to be kept in the institution and made available to TVET CDACC on request.

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1. MANAGE QUALITY OF 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 men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, prod- ucts, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Food safety and quality systems					
2.	Record management and control					
3.	Legal and Regulatory requirements in food safety and quality sys- tems					
4.	Laboratory standards					
5.	Sampling procedures and techniques					
6.	Organization and coor- dination of quality op- erations					

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 men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, prod- ucts, photos and videos of products and processes etc.
7.	Food analysis					
8.	Good laboratory prac- tices (GLPs)					
9.	Food microbiology					
10.	Sensory evaluation					
11.	Food contaminants					
	SKILLS The mentee:					
12.	Develops SOPs for food safety and quality systems					
13.	Implements food safety and quality systems					
14.	Maintains food safety and quality records					
15.	Plans workplace quality operations					
16.	Coordinates workplace quality operations					

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 men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, prod- ucts, photos and videos of products and processes etc.
17.	Allocates resource for quality operations					
18.	Conducts internal quality audits					
19.	Adheres to set laboratory practices					
20.	Adhere to sampling procedures					
21.	Prepares samples for analysis					
22.	Conducts microbiological, chemical and physical analysis					
23.	Conducts sensory/organoleptic evaluation					
24.	Prepares testing reagents					
25.	Calibrates equipment					
26.	Interprets results of analysis					

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 men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, prod- ucts, photos and videos of products and processes etc.
27.	Reports results of anal- ysis					

Note:

To be declared competent, the mentee must get:

1. 14 of the 27 (50%) items of evaluation correct and
2. Items 12, 13, 21 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 prac- tice	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 pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Production Planning and scheduling					
2.	Technology of specific products					
3.	Unit operations					
4.	Personnel Supervision and management					
5.	Quality standards and standard operating pro- cedures (SOPs) for pro- cessing specific prod- ucts					
6.	Management of pro- cessing equipment to improve efficiency					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	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 pro- cesses etc.
7.	Good manufacturing practices (GMPs)					
8.	Product packaging and Dispatch					
9.	Record and Document control					
10.	Procedure for shutdown					
	SKILLS The mentee:					
11.	Prepares production schedule					
12.	Requisition of produc- tion materials					
13.	Prepares production line					
14.	Supervises workplace personnel					
15.	Adheres to processing parameters					
16.	Implements quality standards					
17.	Adheres to GMPs					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	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 pro- cesses etc.
18.	Packages and dis- patches products					
19.	Generates report for product, production ac- tivities, sanitation, and personnel					
20.	Disseminates reports					
21.	Prepares handover notes					
22.	Cleans and sanitizes equipment and work- place for shutdown					
23.	Shutdowns equipment for maintenance					

Note:

To be declared competent, the mentee must get:

1. 12 of the 23 (50%) items of evaluation correct and
2. Items 1, 5, 7, 16 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>	

3. MANAGE FOOD PROCESSING PLANT

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 etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Plant operations planning and management					
2.	Resource use and management					
3.	Documentation and reporting					
4.	Legal and statutory requirements					
5.	Methods of monitoring plant activities					
6.	Organisational and corporate relations and interactions					

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 etc.
7.	Human resource policy and communication strategy					
	SKILLS The mentee:					
8.	Develops goals and objectives of plant activities					
9.	Develops a budget for processing plant					
10.	Develops plan implementation and monitoring schedules					
11.	Implements work schedules					
12.	Shares/ disseminates plant activities					
13.	Generates and disseminates performance reports					

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 etc.
14.	Follows up on planned plant activities					
15.	Develops and implements corrective actions					
16.	Monitors resource utilisation					

Note:

To be declared competent, the mentee must get:

1. 8 of the 16 (50%) items of evaluation correct and
2. Items 1, 5, 10 and 15 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. DEVELOP NEW 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 men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	New product develop- ment (NPDs)ideation					
2.	Product standards					
3.	Feasibility analysis					
4.	Basic research methods					
5.	New product market testing					
6.	Food marketing proto- col					
7.	Statistical methods of analysing data					
8.	Report writing					
9.	Laboratory tests					

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 men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
10.	Legal requirements					
11.	Food packaging					
12.	Patent and industrial property rights					
13.	Market intelligence					
	SKILLS The mentee:					
14.	Shares new product ideas with implement- ers					
15.	Develops new food product prototype					
16.	Analyses new food product prototype					
17.	Synthesizes collected data					
18.	Conducts new product reformulation					
19.	Obtains new food prod- uct					

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 men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
	patents/Industrial Prop- erty Rights					
20.	Conducts laboratory tests					
21.	Carries out package testing					
22.	Documents new prod- uct information, proper- ties and specifications					
23.	Develops new product quality monitoring framework					
24.	Monitors new product quality					
25.	Records and analyses consumer feedback for new product					
26.	Follows up on product performance					
27.	Documents findings on product performance					

Note:

To be declared competent, the mentee must get:

1. 13 of the 27 (50%) items of evaluation correct and
2. Items 1, 2, 15, 18 and 23 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>	

5. 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					
11.	Diligent/ thorough					
12.	Environmentally conscious					

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.
13.	Time conscious					
14.	Presentable					
15.	Resilient and self-driven					
16.	Discipline and observing organisation code of conduct					
17.	Growth oriented					

NOTE: 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>(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/ workplace	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>	

<i>Feedback from mentor (Supervisor):</i>	
<i>Mentor's signature:</i>	<i>Date</i>
<i>Feedback from mentee (trainee):</i>	
<i>Mentee's signature:</i>	<i>Date</i>

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: