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**INDUSTRIAL ATTACHMENT
MENTORING TOOL**

HUMAN RESOURCE MANAGEMENT

LEVEL 5

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

HUMAN RESOURCE MANAGEMENT

LEVEL 5

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 Human resources management.

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 Human resource assistant Level 5. 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 Human Resource Assistant.

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 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

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment period in managing human resources, managing organization behavior, undertaking employee resourcing, conducting learning and development, participating in performance management, preparing human resource budgets, undertaking business communication, managing human resource records, engaging in employ-

ee relations, operating human resource information system (HRIS) and undertaking employee separation. 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. CONDUCT LEARNING AND DEVELOPMENT

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Human resource emerging issues					
2.	Work place procedures					
3.	Human resource policies and procedures					
4.	Management functions					
5.	Work Planning and documentation					
6.	Data collection					
7.	Training					
	SKILLS The mentee:					
8.	Identifies organization objectives according to the work place					

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 items that 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 processes etc.
9.	Identifies functional units within the organization					
10.	Demonstrates the ability to develop training needs and tools					
11.	Demonstrates the ability to administer the tools, analyse and write reports					
12.	Reviews performance appraisal reports as per the performance appraisal guidelines.					
13.	Prepares training needs assessment reports at the work place					
14.	Demonstrates the ability to develop training and development programmes					
15.	Determines training objectives and methods					
16.	Identifies training methods					
17.	Prepares budgetary allocation for training and development					
18.	Prepares and communicates the training manuals and calendar					
19.	Conducts,monitors and evaluates training					

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 items that 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 processes etc.
20.	Identifies and selects individuals who require mentoring and coaching at the work place					
21.	Conducts coaching and mentoring					
22.	Receives and compiles training and mentoring reports.					
23.	Uploads reports in the data base.					
24.	Identifies training impact assessment objectives					
25.	Prepares training impact assessment reports					
26.	Compiles recommendations in the training reports					
27.	Demonstrates ability to prepare capacity building programme and calendar.					

Note: To be declared competent the mentee must get:

1. 14 out of the 27 (50%) items evaluated correctly
2. Items 10,21,22 and 27

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>	
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2. PARTICIPATE IN PERFORMANCE MANAGEMENT

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Performance management					
2.	Personnel duties and responsibilities					
3.	Communication					
4.	Performance appraisal					
5.	Training impact assessment tools					
6.	Resources					
7.	Organization structure and functional units					
8.	Departmental work plan					

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 items that 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 processes etc.
9.	Documentation					
10.	Market trends					
11.	Reports					
	SKILLS The mentee:					
12.	Prepares respective individual and departments work plans					
13.	Negotiates with individuals on their targets and evidence					
14.	Determines methods of appraisal					
15.	Conducts appraisal according to organizations procedures					
16.	Initiates correction/performance interventions					
17.	Maintains appraisal records for auditing purposes					
18.	Reviews performance appraisal reports as per the performance appraisal 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 items that 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 processes etc.
19.	Prepares training needs assessment report					
20.	Participates in capacity building					
21.	Undertakes training needs assessment					
22.	Identifies training impact assessment objectives					
23.	Identifies and familiarizes with market segment and lead players.					
24.	Prepares report on changing trends in the market place and gives recommendation to management.					

Note: To be declared competent the mentee must get:

1. 12 out of the 24 (50%) items evaluated correct.
2. items 18,20 and 24 correct

Please tick as appropriate

The mentee was found to be:

Competent ☐

Not Yet Competent ☐

(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)

3. PREPARE HUMAN RESOURCE BUDGETS

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Legislation governing payroll management					
2.	Human resource regulations, policies and guidelines					
3.	Processing of insurance claim					
4.	Budgeting					
5.	Human resource functions and activities					
6.	Statutory deductions					
7.	Voluntary pay deductions					
8.	Data collection					

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 items that 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 processes etc.
	SKILLS The mentee:					
9.	Identifies organization payroll needs, and requirements.					
10.	Collects primary data on human resources financial needs					
11.	Keys in data in the payroll application					
12.	Identifies and amends discrepancies in the payroll					
13.	Runs the payroll					
14.	Calculates and effects statutory deductions					
15.	Effects the product in the payroll as per the SOPs					
16.	Remits statutory deductions to relevant bodies					
17.	Calculates and remits deductions to third parties					
18.	Processes insurance claims					

Note - Note: To be declared competent the mentee must get:

1. 9 out of the 18 (50%) items evaluated correct.
2. Items 10,13,14 and 18

Please tick as appropriate

The mentee was found to be:

Competent ☐

Not Yet Competent ☐

(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)

4. UNDERTAKE BUSINESS COMMUNICATION

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Work place procedures					
2.	Human resource procedures and manuals					
3.	Record Management function					
4.	Work planning and documentation					
5.	Dispute resolution					
6.	Legislation, policies and regulations					
7.	Communication					
8.	Minute writing					
9.	Report writing					
10.	Organization's service charter					

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 items that 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 processes etc.
11.	Decorum, safety and security in HR communication					
12.	Social media platforms					
13.	Human resource correspondences					
	SKILLS The mentee:					
14.	Identifies means of communication					
15.	Identifies communication types (up-ward, down-ward and horizontal)					
16.	Identifies the process and importance of communication inside and outside the organization.					
17.	Identifies communication barriers					
18.	Familiarizes with the organization service charter					
19.	Carries out communication in line with the service charter.					
20.	Reviews communication response time					

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 items that 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 processes etc.
21.	Familiarizes with the organization policies on communication.					
22.	Identifies internal and external channels of communication within the organization.					
23.	Identifies the roles and responsibilities of HR in the communication process.					
24.	Receives and disseminates information					
25.	Monitors and reviews implementation of the communication process.					
26.	Maintains confidentiality of information in line with the organization policy.					
27.	Maintains records and ensures physical securing of information during the communication process.					
28.	Observes decorum and monitors how information circulation is handled within the organization.					
29.	Sensitizes employees on safeguarding confidentiality of information and rec-					

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 items that 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 processes etc.
	ords.					
30.	Identifies challenges of safeguarding confidentiality in HR communication					
31.	Identifies,selects and initiates organization human resource social media requirements					
32.	Enforces adherence to legal and ethical practices.					
33.	Demonstrates social media knowledge in giving feedback					
34.	Familiarizes with the human resource manual on correspondence.					
35.	Obtain and sorts incoming (internal or external) and outgoing (internal or external) correspondences					
36.	Prepares agenda, notice and minutes of a meeting					
37.	Writes reports as per organization procedures					

Note: To be declared competent the mentee must get:

1.19 out of the 37 (50%) items evaluated correct.

2.items 27,30,35 and 37

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>	
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5. MANAGE HUMAN RESOURCE RECORDS

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 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 assessed items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Human resource policies, guidelines and regulations					
2.	Organization goals, objectives and strategies					
3.	Legislation					
4.	Record management					
5.	Filing systems					
6.	Storage systems					
7.	The importance of keeping records					
8.	HR records					

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 assessed items that 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 processes etc.
9.	Storage systems					
	SKILLS The mentee:					
10.	Familiarizes with organization record management policies.					
11.	Initiates record management policies					
12.	Sorts HR records as per organization procedures.					
13.	Analyses and assesses record contents					
14.	Categorises HR records					
15.	Identifies Filing systems					
16.	Receives HR records and files them					
17.	Carries out allocation of duties in maintaining HR records					
18.	Analyses and assesses contents of HR records					
19.	Undertakes indexing of HR records as per the organization 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 assessed items that 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 processes etc.
20.	Familiarizes with the organization policy on confidentiality of records where available.					
21.	Initiates policy on confidentiality of records					
22.	Identifies facilities and location for storage of records					
23.	Identifies and sets storage systems based on type of records					
24.	Ensures physical security of records					
25.	Trains employees on safeguarding confidentiality of records.					
26.	Identifies challenges of safeguarding confidentiality in HR records.					
27.	Initiates and familiarizes with the organization policy on retrieval of records where available.					
28.	Retrieves HR records in line with the procedures					
29.	Monitors and reviews circulation of rec-					

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 assessed items that 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 processes etc.
	ords within the organization					
30.	Prepares records retention schedules in line with the organization retention policy where available.					
31.	Initiates policy on retention of records.					
32.	Conducts records survey as per the organization's requirements.					
33.	Conducts evaluation of records as per the organization's requirements					

Note: To be declared competent the mentee must get:

1.17 out of the 33 (50%) items evaluated correct.

2.items 15,20 and 28

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>	
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6. ENGAGE IN EMPLOYEE RELATIONS

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Legislations, policies and regulations					
2.	Human resource procedures and manuals					
3.	Work place procedures					
4.	Dispute resolution process					
5.	Communication processes					
6.	Career progression					
7.	Work Planning and documentation					
8.	Data collection					
9.	Report writing					
10.	Recruitment					

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 items that 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 processes etc.
11.	Employee's welfare programme					
12.	Grievances and disputes resolutions					
13.	Trade unions					
	SKILLS The mentee:					
14.	Familiarizes and communicates the HR legal requirements					
15.	Prepares audit plans and reports on HR operations					
16.	Monitors, evaluates and reports on compliance to the legal requirements					
17.	Familiarizes with the HR manuals and guidelines on labour relations					
18.	Aligns HR engagements in labour relations to the set guidelines					
19.	Monitors, evaluates and reports on the HR engagements in labour relations adherence to the set guidelines					
20.	Initiates development of the HR manuals					

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 items that 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 processes etc.
	and guidelines governing terms of service					
21.	Undertakes career progression analysis					
22.	Carries out recruitment and promotion process					
23.	Familiarizes with the employee's welfare programmes					
24.	Initiates and identifies development of the employee welfare programmes					
25.	Monitors, evaluates and reports on the adherence to set guidelines of employee welfare programmes					
26.	Initiates and familiarizes with the Legislations, regulations, agreements and policies on grievances and disputes resolutions					
27.	Initiates, communicates and familiarizes with the organization guidelines and manuals on employee unionization					
28.	Monitors and reports on the adherence to the existing Labour Agreement as per					

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 items that 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 processes etc.
	organization policy					

Note: To be declared competent the mentee must get:

1. 14 out of the 28 (50%) items evaluated correct.
2. Items 21,26 and 27

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>	
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7. OPERATE HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Work place functions and procedures					
2.	Human resource procedures and manuals					
3.	Data base creation and management					
4.	Work Planning and documentation					
5.	Problem solving process					
6.	Legislation, policies and regulations					
7.	Communication processes					
8.	Automation					
9.	Maintaining and reviewing of Information systems					

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 items that 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 processes etc.
10.	Basic computer programming					
11.	Statistics					
12.	HR processes					
	SKILLS The mentee:					
13.	Ascertains human resource processes in the organization					
14.	Identifies HR process documentation systems					
15.	Establishes, records and operates HR process documentation system					
16.	Familiarizes with the human resource information systems					
17.	Identifies the needs of the organization for HRIS					
18.	Determines the functionality of the HRIS					
19.	Sources and procures software that meets the needs of the organization as per organization procedures					

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 items that 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 processes etc.
20.	Uploads the data on the documented processes into the HRIS					
21.	Trains HRIS officers					
22.	Installs and automates the HRIS system					
23.	Monitors and evaluates HRIS					
24.	Updates the human resource data in the system.					
25.	Undertakes data cleansing periodically in line with procedures					

Note: To be declared competent the mentee must get:

1. 13 out of the 25 (50%) items evaluated correct.
2. Items 20,22 and 24

Please tick as appropriate

The mentee was found to be:

Competent ☐

Not Yet Competent ☐

(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)

8. UNDERTAKE EMPLOYEE SEPARATION

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 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 items that 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor re-view		
1.	Legislations					
2.	Terms and conditions of service					
3.	Types of exit and exit process					
4.	Communication					
5.	Exit documents					
6.	HR manuals and guidelines					
7.	Exit interviews					
8.	Reports					
	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 items that 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 processes etc.
9.	Familiarizes with the legislation, regulations and policies governing exit from the service					
10.	Conducts exit process in the organization					
11.	Familiarizes with the organization manual and guidelines on exit from the service process where available					
12.	Initiates development of the organization manuals and guidelines on exit					
13.	Familiarizes with the terms of service for each employee					
14.	Documents employees opting to exit from the service					
15.	Documents those who have exited due to natural attrition					
16.	Notifies employees identified for exit					
17.	Issues termination letters to affected employees					
18.	Collects completed documents from the					

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 items that 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 processes etc.
	employees exiting service					
19.	Receives exit from service documents from the next of kin of employees who exited due to natural causes					
20.	Fills pension forms accurately					
21.	Submits the pension documents to the pension scheme administrators					
22.	Ensures pension benefits and claims are paid.					
23.	Ensures gratuity forms are filled by Pensions Officer					
24.	Submits the gratuity documents to the Scheme administrators					
25.	Maintains exit records for auditing purposes					
26.	Familiarizes with exit interview tools, procedures					
27.	Documents data from exit interviews					
28.	Conducts exit interviews					

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 items that 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 processes etc.
29.	Prepares and shares exit interview reports					

Note: To be declared competent the mentee must get:

1.15 out of the 29 (50%) items evaluated correct.

2.items 10,21 and 28

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>	
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9. 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 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					

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

NOTE:

To be declared competent, the mentee must get;

1. 13 out of the 17 (75%) items of evaluation correct

Please tick as appropriate

The mentee was found to be:

Competent ☐

Not Yet Competent ☐

(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)

APPENDIX A: SUMMARY OF TOTAL PERIOD OF MENORSHIP (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>	

<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: