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INDUSTRIAL ATTACHMENT

MENTORING TOOL

HUMAN RESOURCE MANAGEMENT

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

HUMAN RESOURCE MANAGEMENT

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 Human Resource 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 Management 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 skills, knowledge and attitudes (worker behaviors) to work as a Human Resource Manager.

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 Initiating employee resourcing, coordinating performance management, coordinating learning and development, Preparing human resource budgets, Undertake business communication, Managing employee relations, Managing employee rewards, Coordinating organizational development, Enforcing compliance with legislations, Managing 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. INITIATE EMPLOYEE RESOURCING

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 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.	Human resource policies, guidelines and regulations					
2.	Organization goals, objectives and strategies					
3.	Vacancy identification and advertisement					
4.	Recruitment plan					
5.	Recruitment budget					
6.	Types of recruitment					
7.	Methods of applications in recruitment plan					
8.	Recruitment cycle					
9.	Human resource planning					

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.
10.	Crisis management					
11.	Market segmentation					
	SKILLS The mentee:					
12.	Undertakes human resource planning					
13.	Assesses Current and future resource levels across the organization					
14.	Develops human resource plans					
15.	Carries out a jobs analysis					
16.	Develops Short-term and long-term recruitment plans					
17.	Forecasts Number and type of employees the organization needs					
18.	Develops Recruitment plan and budget					
19.	Selects and trains Search committee					
20.	Reviews and short lists applications					

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.
21.	Conducts Interviews and selection of recruits					
22.	Implements recruitment solutions					
23.	Establishes current human capital in the organization					
24.	Establishes the number of vacancies in the organization					
25.	Identifies Job analysis uses					
26.	Identifies and prepares Job advertisements for the vacant positions					
27.	Inducts the newly recruited employees					
28.	Initiates Succession planning policy					
29.	Identifies key competencies for succession planning					
30.	Develops Capacity building programmes					
31.	Analyses Opportunities for shared service centres					

Note: To be declared competent the mentee must get:

1. 15 out of the 31(50%) items evaluated correctly
2. Items 14,18,27 and 28.

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)

2. COORDINATE 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 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.	Performance management					
2.	Organization mandate/core business/functions/roles					
3.	Duties and responsibilities of job families in the organization					
4.	Methods of appraisal					

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 check-list, products, photos and videos of products and processes etc.
5.	Types of rewards and sanctions					
6.	Performance management tools					
7.	Departmental and individual work plans					
8.	Team building					
9.	Conflict management and resolutions					
10.	Crisis management					
	SKILLS The mentee:					
11.	Develops departmental and individual work plans					
12.	Conducts periodic performance appraisal					
13.	Initiates Correction/performance interventions					
14.	Rewards good performance					
15.	Determines Sanctions for Under performance					

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.
16.	Identifies Performance improvement programmes					
17.	Monitores Employees performance and evaluations					
18.	Explores alternative approaches to performance management					

Note: To be declared competent the mentee must get:

1. 9 out of the 18 (50%) items evaluated correctly
2. Items 12, 14 and 17.

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. COORDINATE 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 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.	Training needs assessment tools					
2.	Training needs assessment report					
3.	Training manuals					
4.	Data collection tools					
5.	Work place procedures, planning and documentation					
6.	Human resource legislations, policies and regulations					
7.	Management functions					
8.	Training methods, principles and legislations					

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.
	SKILLS The mentee:					
9.	Develops learning and development programmes and calendars					
10.	Develops and administers data collection tools					
11.	Develops and disseminates training needs assessment tools					
12.	Identifies Gaps in the performance appraisal report					
13.	Prepares Training needs assessment report					
14.	Identifies The training programme that bridges the gap					
15.	Identifies Training methods					
16.	Determines calendar and Budgetary allocation for training and development					
17.	Prepares Training 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 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.
18.	Conducts training professionally following the training cycle					
19.	Initiates Monitoring and evaluation					
20.	Coordinates coaching and mentoring programmes					
21.	Uploads coaching and mentoring Reports in the data base					
22.	Develops and disseminates Training impact assessment tools					
23.	Conducts training impact assessment and prepares the report					

Note: To be declared competent the mentee must get:

1. 12 out of the 23(50%) items evaluated correctly
2. Items 9,13,18 and 20

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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4. UNDERTAKE BUSINESS COMMUNICATIONS

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 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.	Correspondence handling					
2.	Social media platforms					
3.	Social media monitoring tools					
4.	ICT and use of Social media					
5.	Record management policies					
6.	Ways of physical securing records					
7.	Structure of meetings					
8.	Formats and types of 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 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.
9.	Sorts correspondence and takes necessary action					
10.	Obtains incoming and outgoing correspondence					
11.	Maintains and classifies human resource records					
12.	Appraises human resource records					
13.	Disposes obsolete human resource records					
14.	Aligns response time and records retrieval to service charter					
15.	Physical securing of records					
16.	Sensitizes employees on safeguarding confidentiality of information					
17.	Monitors how records and correspondences in circulation are handled within the organization					
18.	Initiates development and review of social media policies and 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 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.
19.	Updates the social media account to maximize effectiveness					
20.	Responds to customers on time					
21.	Enforces adherence to legal and ethical practices					
22.	Tracks social media activities using social media monitoring tools					
23.	Reports the social media engagements to management for implementation.					
24.	Manages meetings at the work place					
25.	Identifies Reports formats and Prepares Reports					

Note: To be declared competent the mentee must get:

1. 13 out of the 25 (50%) items evaluated correctly
2. Items 9,15 and 18.

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 EMPLOYEE REWARDS

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 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Meaning, objectives and importance of reward management					
2.	Steps of employee remuneration process					
3.	Components of employee remuneration					
4.	Types of employee rewards					
5.	Purpose of job evaluation					
6.	Methods of job evaluation					

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 check-list, products, photos and videos of products and processes etc.
7.	Advantages and disadvantages of different methods of job evaluation					
8.	Human resource policies and manuals					
9.	Factors influencing employee remuneration and adjustments of salaries					
10.	Employees' wage and salary administration					
11.	Insurance needs and requirements					
12.	Insurance covers and claims of Organization employees					
13.	Payroll management and audits					
	SKILLS The mentee:					
14.	Identifies types of employee rewards					

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 check-list, products, photos and videos of products and processes etc.
15.	Carries out Employee remuneration process					
16.	Carries out Job evaluation process					
17.	Determines wage rates					
18.	Prepares salary budgets					
19.	Identifies and calculates statutory and voluntary deductions					
20.	Processes and administers employees' wages and salary					
21.	Produces payroll by-product					
22.	Identifies and engages Insurance providers					
23.	Obtains insurance quotations and engages in negotiations					
24.	Acquires insurance policies and covers					
25.	Processes insurance claims					

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.
26.	Collects and compares primary data and payroll data					
27.	Identifies discrepancies and amends to clean the payroll data					
28.	Reports on payroll audit process					

Note: To be declared competent the mentee must get:

1. 14 out of the 28 (50%) items evaluated correctly
2. Items 9,15 and 18 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)

6. COORDINATE ORGANIZATIONAL 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 as-sessed 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 processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-as- sessment	Mentor re- view		
1.	Organization work standards					
2.	Organization work standards documentation					
3.	Organizational structures					
4.	Market segments					
5.	Market trends documentation and reporting					
6.	Productivity improvement methods					
7.	Barriers of change management					

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.
8.	Mitigation of change management barriers					
9.	Monitoring, evaluation and reporting of change management					
10.	Communicating change					
11.	Organization performance culture					
12.	Business goals					
13.	Functions of knowledge management system					
14.	Needs for Knowledge management system					
15.	Components of Knowledge management system data					
16.	Knowledge management system software that meets the organization needs					

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.
17.	Employee knowledge data documentation					
18.	Employee knowledge data uploads					
	SKILLS The mentee:					
19.	Develops and administers work standards review tools					
20.	Documents work standards to be reviewed					
21.	Develops and administers organization structure review tools					
22.	Documents organization structure components to be reviewed					
23.	Documents market trends					
24.	Prepares and submits market trends report					
25.	Establishes existing productivity gaps					

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.
26.	Communicates change					
27.	Prepares report on change management					
28.	Evaluates change management					
29.	Reviews organization culture					
30.	In calculates preferred organization culture					
31.	Determines knowledge management system data					
32.	Uploads data on knowledge that employees' posses					
33.	Documents data on knowledge that employees' posses					

Note: To be declared competent the mentee must get:

1. 17 out of the 33 (50%) items evaluated correctly
2. Items 9,13,18 and 20.

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. ENFORCE COMPLIANCE WITH LEGISLATIONS

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 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.	Employment governing legislations					
2.	Compliance strategies to the organization mandate					
3.	Compliance Audit process					
4.	Compliance documentation					
	SKILLS The mentee:					
5.	Identifies and documents compliance issues					

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.
6.	Develops and implement compliance strategies					
7.	Prepares and submits draft tools and mechanisms for compliance					
8.	Monitor, evaluate and report on the compliance to legislation					
9.	Establishes current status of compliance in organisation					
10.	Identifies emerging compliance requirements					
11.	Reviews organization policies and procedures to align with the legislation					
12.	Prepares and conducts compliance audit report					
13.	Customizes relevant legislations					
14.	Interprets and advices on legislation issues resolutions					

Note: To be declared competent the mentee must get:

1. 7 out of the 14 (50%) items evaluated correctly
2. Items 9,13,18 and 20

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. MANAGE HUMAN RESOURCE INFORMATION SYSTEM(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 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.	Components and functions of Human resource management database					
2.	Uses of HRIS					
3.	Components of HRIS training manuals					
4.	Human resource process documentation					
5.	Human resource process automation					
6.	Self-service information systems					
7.	Human resource information system review					

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/or oral), observation checklist, products, photos and videos of products and processes etc.
8.	Human resource information system support					
	SKILLS The mentee:					
9.	Trains Employees on Human resource information system					
10.	Updates and maintains Human resource information system					
11.	Uploads data in the human resource information system database					
12.	Documents automation of human resource information system process					
13.	Develops human resource information system training manual					
14.	Trains employees on self-service 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 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.
15.	Identifies and selects human resource information system software that meets the organization needs					
16.	Conducts Human resource information system audits					
17.	Receives feedback of the software from the users					

Note: To be declared competent the mentee must get:

1.9 out of the 17 (50%) items evaluated correctly

2. Items 10,12,14 and 16.

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)

9. 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 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.	Types of employee separation					
2.	Natural causes of employ exit from service					
3.	Employee separation process					
4.	Terms of service for employees					
5.	Employees Retirement documents					
6.	Employee separation policy					
7.	Importance of exit interviews					
8.	Separation tools					

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 check-list, products, photos and videos of products and processes etc.
9.	Employee separation reports					
	SKILLS The mentee:					
10.	Identifies employees whose terms of employment are coming to an end					
11.	Issues notices of exit to employees who are exiting soon					
12.	Coordinates filling of pension forms					
13.	Submits pension forms to pension scheme administrators					
14.	Receives retirement documents from next of kin of employees who exited due to natural causes					
15.	Issues termination letters					
16.	Develops employee separation tools					
17.	Documents employee separation process					

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.
18.	Prepares employee separation report					
19.	Prepares and processes employee separation dues and benefits					
20.	Conducts and documents exit interviews					
21.	Utilizes exit interview outcomes					

Note: To be declared competent the mentee must get:

1. 11 out of the 22 (50%) items evaluated correctly
2. Items 6,8 and 12.

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)

10. 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.	Disciplined and observing organization code of conduct					
17.	Growth oriented					

Note: To be declared competent, the mentee must get

1. 13 of 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>		
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: