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INDUSTRIAL ATTACHMENT

MENTORING TOOL

ELECTRICAL ENGINEERING (POWER OPTION)

LEVEL 6

TRAINEE'S NAME:

ADMISSION NUMBER:

COURSE:

LEVEL:

INSITUTION NAME:

ADRESS:

ATTACHMENT PERIOD FROM:TO:



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

MENTORING TOOL

FOR

ELECTRICAL ENGINEERING (POWER OPTION)

LEVEL 6

FOREWORD

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

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

This mentoring tool is an assessment tool used to assess whether a mentee meets the National Occupational Standards for Electrical Engineering (Power Option) Level 6. While 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 an Electrical Technician.

The Mentoring will facilitate the experienced mentors in the world of work to share knowledge and experiences with mentees working under them towards a mutually beneficial professional development relationship. Mentors will be helpful in building competencies of mentees in areas of practice.

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 in installation of electrical power lines, installation and automation of electrical machines, installation of security systems, and installation of solar systems, maintenance of electrical equipment and systems and management of electrical projects. 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. PERFORM ELECTRICAL INSTALLATION

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.	Environmental health and safety standards					
2.	Types of electrical installations					
3.	Legal requirements relating to electrical installations					
4.	Different types of wiring systems					
5.	Single phase and Three phase circuits					
6.	Load balancing					
7.	IEE regulations, British standards and KEBS					
8.	Types of electrical installation drawings (Schematic, layout, wiring, single line and block diagrams)					
9.	Difference between DC and AC power supplies					

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.	Functionality of various tools/equipment and their use					
11.	Types and importance of electrical installation tests and their expected readings					
	SKILLS The mentee:					
12.	Observes Safety regulations and occupational health and safety standards.					
13.	Designs electrical installation systems as per systems requirements					
14.	Prepares working drawings as per the electrical installation design and site conditions					
15.	Performs system sizing as per IEE regulations and set standards					
16.	Installs electrical installation systems as per the working drawings and IEE regulations					

Note:

To be declared competent, the mentee must get:

1. 8 of the 16 (50%) 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>	

2. INSTALL ELECTRICAL POWER LINES

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.	Types and classification of transmission lines					
2.	Transmission lines design					
3.	Earthing systems					
4.	Lightening arrestors					
5.	Types of line termination and components used					
6.	Inspection and testing of transmission line					
	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/or oral), observation checklist, products, photos and videos of products and processes etc.
7.	Designs transmission lines as per national and international standards (KEBS, IEE standards and British standards)					
8.	Erects transmission lines supports as per national and international standards (KEBS, Building standards IEE standards and British standards)					
9.	Spaces conductors using cross arms as per line voltage					
10.	Mounts transmission line as per the type of the conductors					
11.	Earths transmission system as per the established procedures and standards					
12.	Installs lightening arrestors on the power lines as per the established procedures and standards					
13.	Terminates and joins transmission lines as per IEE regulations					

Note:

To be declared competent, the mentee must get:

1. 7 of the 13(50%) 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>	

3. INSTALL ELECTRICAL MACHINES

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 re-view		
1.	Machine mounting and enclosures					
2.	Machine earthing and its importance					
3.	Machine control panels and its components					
4.	Cable termination					
5.	Machine testing					
	SKILLS The mentee:					
6.	Designs Electrical machine layout in line with the IEE, OSHA and EHS regulations					

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.
7.	Earths electrical machines in line with the IEE regulations					
8.	Mounts electrical machines as per the manufacturer's manual, building standards and OSHA					
9.	Mounts components on the control panel as per standard operating procedure					
10.	Wires and labels components on the control panel as per their functions.					
11.	Encloses control panel as per the OSHA and manufactures manual					
12.	Lays and terminates machine cables as per IEE regulations, EHS and standard operating procedure					
13.	Performs machine testing as per the IEE regulations and manufacturers manual.					

Note:

To be declared competent, the mentee must get:

1. 7 of the 13 (50%) 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>	

4. AUTOMATE ELECTRICAL MACHINES

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.	Designs of system automation					
2.	Design tools and equipment					
3.	Electrical automation components					
4.	Codes in programming languages					
5.	Simulation software					
6.	Program debugging					
7.	Type of tests in automation system					
	SKILLS					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	The mentee:					
8.	Designs automation system as per the scope and system functionality					
9.	Selects Electrical components to be mounted as per the design					
10.	Connects and wires components as per the design					
11.	Configures components as per the system functionality					
12.	Uploads and configures the program in the automation system as per the manufacturers specifications					
13.	Implements automation system model as per the design					

Note:

To be declared competent, the mentee must get:

1. 7 of the 13 (50%) 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>	

5. INSTALL SECURITY SYSTEMS

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.	System design					
2.	Wiring design and systems					
3.	Regulatory bodies					
4.	System zoning					
5.	Cable laying and terminations					
6.	Types of tests					
7.	Record keeping					
	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.
8.	Designs security systems as per the scope and system functionality					
9.	Mounts control panels and accessories as per the standard operating procedures and systems design					
10.	Lays and terminates system cables in line with IEE regulations, national and international standards					
11.	Encloses control panel as per OSHA					
12.	Inspects and tests the system as per the IEE regulations, regulatory bodies requirements and manufacturer's manual					

Note:

To be declared competent, the mentee must get:

1. 6 of the 12 (50%) 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>	

6. INSTALL SOLAR SYSTEMS

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.	Site survey					
2.	Types of solar PV systems					
3.	Solar PV system sizing					
4.	Orientation and Tilt angle					
5.	Solar PV system components					
6.	Effects of shading					
7.	Mounting structures					
8.	Days of autonomy					
9.	Types of cables					
10.	DC and AC circuits					

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.
11.	Types of tests					
12.	Solar PV system maintenance					
	SKILLS The mentee:					
13.	Sizes solar PV systems components as per the expected daily load demand (solar PV array, charge controller, battery bank and inverter)					
14.	Mounts and strings solar PV modules as per the system voltage and expected output					
15.	Lays and terminates electrical cables as per standard operating procedures and IEE regulations					
16.	Tests solar PV system installations as per IEE regulations					
17.	Repairs and maintains solar PV systems as per standard operating procedures					

Note:

To be declared competent, the mentee must get:

1. 9 of the 17 (50%) 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>	

7. MAINTAIN ELECTRICAL EQUIPMENT AND SYSTEMS

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	Types of maintenance					
2	Tools and equipment					
3	Inspection and testing					
	SKILLS The mentee:					
4.	Observes safety regulations as per organisation's guidelines					
5.	Identifies type of equipment and systems to maintain as per organisation's guidelines					

S/ N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
6	Checks maintenance tools specifications and functionality					
7.	Identifies and replaces/repairs defective parts or components according to the established procedures					

Note:

To be declared competent, the mentee must get:

1. 4 of the 7 (50%) 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>	

8. MANAGE AN ELECTRICAL PROJECT

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, 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.	Work plans and policies					
2.	SWOT analysis					
3.	Project organisational structure					
4.	Tools, equipment and materials inventory system					
5.	Maintenance of tools and equipment					
6.	Funds allocation and resource distribution					
7.	Project commissioning					

S/N.	Items for evaluation (knowledge, 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.
	SKILLS The mentee:					
8.	Observes safety regulations as per organisation's guidelines					
9.	Identifies main isolation points according to the established procedures					
10.	Determines and records maintenance activities according to the established procedures					
11.	Inspects and tests electrical equipment and systems as per the standard operating procedure and manufacturers' manuals					
12.	Identifies and replaces/repairs defective parts or components according to the established procedures					

Note:

To be declared competent, the mentee must get:

1. 6 of the 12 (50%) 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>	

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 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					

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.
12.	Environmentally conscious					
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

1. 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/ 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: