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INDUSTRIAL ATTACHMENT

MENTORING TOOL

FOOD PRODUCTION (CULINARY ARTS)

LEVEL 6

TRAINEE'S NAME:

ADMISSION NUMBER:

COURSE:

LEVEL:

INSITUTION NAME:

ADRESS:

ATTACHMENT PERIOD FROM:TO:



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

MENTORING TOOL

FOR

FOOD PRODUCTION (CULINARY ARTS)

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 Food production sector.

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

This mentoring tool is an assessment tool used to assess whether a mentee meets the National Occupational Standards for Food Production. Culinary Arts level 6. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary knowledge, skills and attitudes (worker behaviors) to work as a Culinary Art 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 skills, knowledge and attitudes (worker behaviors).

This may be a supervisor, manager or a worker who is an expert in a particular field.

The role of the mentor includes:

- Assisting mentee understand the organisation's requirements.
- Assigning mentee tasks.
- Observing mentee performance and record areas where the mentee needs improvement.
- Assisting the mentee to come up with action plan for areas where he/she needs improvement.

Role of Mentee

A **mentee** is a trainee who is on work placement (attachment) or is on-job training in an organization.

The role of the mentee includes:

- Completing the assessment tasks assigned by the mentor and filling out the self-assessment section.
- Keeping the company's information confidential.
- Being aware that he/she may be working with people from different backgrounds and cultures, so there is a need to respect those differences.
- Asking for feedback and giving feedback when required.
- Upholding the organization's standards of work ethics.

Role of Industrial Liaison Officer

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

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

How to use the mentoring tool

- Where a skill, knowledge or attitude is not applicable in a particular workplace, the mentee should indicate not applicable (NA).
- The mentor should ask the mentee oral questions to gauge the knowledge of the mentee.
- The mentee should fill the self-assessment section upon self-evaluation.
- The mentor should fill the mentor review record upon observing and evaluating the mentee.
- Action plan should be filled by the mentee after agreeing with the mentor for any item assessed as needs to improve (NI).

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment period in preparing food accompaniment, stocks, soups, sauces, meats, salads, breads, pastries, desserts, and beverages. 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 mentor is required to submit the final report mentoring report (in hard or soft copy) to the Industrial Liaison Officer of the respective institution. The Industrial Liaison Officer is required to submit to TVET CDACC offices the final mentor's summary report (Appendix B). The filled mentoring tools for each trainee are to be kept in the institution and made available to TVET CDACC on request.

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1. PREPARE FOOD ACCOMPANIMENTS

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.	Safety requirements in preparation of food accompaniment in line with OSHA regulations governing food industry					
2.	Food presentation techniques					
3.	Kitchen equipment selection and placement					
4.	Cooking methods (blanching, steaming, grilling, baking)					
5.	Vegetable cuts (battonnes, paysane, chiffonade, julienne)					
6.	Cleaning methods (scrubbing, wiping, dusting)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
7.	Working tools and equipment (chopping board)					
8.	Kneading, whisking, shaping, rolling					
9.	Garnishing					
10.	Hygiene and Safety					
11.	Presentation					
	SKILLS The mentee:					
12.	Assembles tools and equipment in line with the food accompaniment to be prepared					
13.	Checks cold room/fridge temperature as per the standard operating procedure					
14.	Checks stock levels of perishables and dry ingredients in line with the recommended minimum stock levels					

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.	Interprets recipes according to organizations SOP's and food accompaniment to be prepared					
16.	Collects ingredients as per the recipe requirements					
17.	Adheres to organization standards and FIFO procedures in preparation of food accompaniments					
18.	Weighs/measures ingredients as per the specifications					
19.	Observes hygienic standards and procedures while cleaning as per the NEMA regulation on food industry					
20.	Checks ingredients in line with the quality requirements					
21.	Prepares vegetable ingredients as per given specifications					
22.	Prepares starch ingredients as per the given specifications					

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.
23.	Applies cooking methods as per the recipe					
24.	Selects presentation equipment as per the standard operating procedure					
25.	Observes and maintains food accompaniment temperatures as per the recipe specification					
26.	Maintains portion sizes as per the recipe					
27.	Plans cost menu in line with the food accompaniment to be prepared					

Note:

To be declared competent, the mentee must get:

1. 14 of the 27 (50%) items of evaluation correct and
2. Items 3, 4, 12, 15, 16, 18, 20 and 23 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent <input data-bbox="461 427 519 459" type="checkbox"/> Not Yet Competent <input data-bbox="461 475 519 507" type="checkbox"/> <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>	

2. PREPARE STOCKS

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 men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety requirements in prepa- ration of stocks in line with OSHA regulations governing food industry					
2.	Kitchen equipment selection and use					
3.	Food presentation techniques					
4.	Knife skills					
5.	Vegetable cuts					
6.	Cooking methods					
7.	Cleaning methods (scrubbing, wiping, dusting)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
9.	Hygiene and safety					
	SKILLS The mentee:					
12.	Selects ingredients as per the recipe					
13.	Prepares ingredients as per the recipe					
14.	Observes hygiene standards and procedures as per HACCP					
15.	Applies cooking methods as per the recipe					
16.	Strains the stock as per the recipe					
17	Uses the stock as per the specification					

Note:

To be declared competent, the mentee must get:

1. 9 of the 17 (50%) items of evaluation correct and
2. Items 2, 12, 13, 15 and 17 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent <input data-bbox="593 778 651 810" type="checkbox"/> Not Yet Competent <input data-bbox="593 826 651 858" type="checkbox"/> <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>	

3. PREPARE SOUPS

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 prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (ini- tials & 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, pho- tos and videos of prod- ucts and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assess- ment	Mentor re- view		
1.	Safety requirements in preparation of soups in line with OSHA regula- tions governing food in- dustry					
2.	Selection and use of kitchen equipment					
3.	Food presentation tech- niques					
4.	Thickening soups as per the recipe					
5.	Knife skills					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (ini- tials & 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, pho- tos and videos of prod- ucts and processes etc.
6.	Vegetable cuts					
7.	Cooking methods					
8.	Cleaning methods (scrub- bing, cleaning with cold water, use of vegetables wash)					
9.	Garnishing					
10.	Hygiene and safety					
11.	Presentation					
	SKILLS The mentee:					
12.	Selects ingredients as per the recipe					
13.	Prepares ingredients as per recipe					
14.	Observes hygiene stand- ards and procedures as per HACCP					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (ini- tials & 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, pho- tos and videos of prod- ucts and processes etc.
15.	Prepares vegetables (where necessary) as per the recipe					
16.	Clarifies (Egg white added) soup as per speci- fication in clear soups					
17.	Sautés ingredients as per the recipe (where neces- sary)					
18.	Adds stock as per recipe					
19.	Simmers soup till cooked as per the recipe					
20.	Checks seasoning and taste as per recipe					
21.	Adds thickening agent as per the recipe (where nec- essary)					
22.	Blends prepared soup (where necessary)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (ini- tials & 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, pho- tos and videos of prod- ucts and processes etc.
23.	Chills done if desired (where necessary)					
24.	Adds cream/milk (where necessary)					
25.	Garnishes, Presents, and dispenses soup as per rec- ipe and style of service					

Note:

To be declared competent, the mentee must get:

1. 13 of the 25 (50%) items of evaluation correct and
2. Items 2, 7, 12, 13, 15 and 25 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

4. PRPARE SAUCES

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, pho- tos and videos of prod- ucts and processes etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Safety requirements in preparation of sauces in line with OSHA reg- ulations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Food presentation tech- niques					
4.	Thickening sauces					
5.	Cooking methods					
6.	Cleaning methods (scrubbing, wiping, dusting)					

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, pho- tos and videos of prod- ucts and processes etc.
7.	Seasonings					
8.	Hygiene and safety					
	SKILLS The mentee:					
9.	Identifies and selects ingredients as per rec- ipe					
10.	Weighs and measures ingredients according to the recipe					
11.	Observes hygiene and procedures as per HACCP					
12.	Selects types and size of equipment suitable to prepare sauce as per the recipe					
13.	Cleans and cuts ingre- dients as per the recipe					
14.	Sautés the ingredients (where necessary)					

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, pho- tos and videos of prod- ucts and processes etc.
15.	Clarifies butter, adds other ingredients (where necessary)					
16.	Browns and deglazes (where necessary), adds stock/milk and cooks as per the recipe					
17.	Blends ingredients as per the recipe					
18.	Reconstitutes sauces as per the recipe					
19.	Simmers, strains, and seasons sauces as per the recipe					
20.	Garnishes, presents/dis- penses sauces as per recipe and style of ser- vice					

Note:

To be declared competent, the mentee must get:

1. 10 of the 20 (50%) items of evaluation correct and

2. Items 2, 5, 9, 10, 13, 19 and 20 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent <input data-bbox="593 491 651 520" type="checkbox"/> Not Yet Competent <input data-bbox="593 539 651 568" type="checkbox"/> <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>	

5. PREPARE MEAT

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Adherence to safety re- quirements in preparation of meats in line with OSHA regulations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Food presentation tech- niques					
4.	Knife skills in de-boning, filleting, or carving of meat					
5.	Vegetable cuts					
6.	Cooking methods					
7.	Cleaning methods (scrub- bing, cleaning with					

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
	cold/warm water, use of vegetable wash)					
8.	Seasoning/Marination					
9.	Presentation					
	SKILLS The mentee:					
10.	Selects type and size of equipment suitable to pre- pare the meats					
11.	Identifies and selects meat cuts food and other ingredi- ents as per the recipe					
12.	Weighs and measures meats/ingredients according to the recipe					
13.	Thaws frozen meat cuts as per the food safety guide- lines where required and as per the standard operating procedures					
14.	Observes hygiene and safety as per HACCP					

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
15.	Prepares meats as per recipe					
16.	Marinates meats as per specification					
17.	Applies cooking methods to meats as per the recipe					
18.	Seasons meats as per the recipe					
19.	Carves meats (where neces- sary) using carving tools and techniques, taking ac- count of meat and bone structure and waste minimi- sation					
20.	Portions (where necessary) meats as per recipe					
21.	Cools and stores meats					
22.	Adds sauces (where appli- cable), garnishes and pre- sent according to recipe					

Note:

To be declared competent, the mentee must get:

1. 11 of the 22 (50%) items of evaluation correct and
2. Items 2, 4, 10, 11, 12, 15, 17, 20 and 22 correct

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

6. PREPARE SALADS

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 checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety requirements in preparation of salads in line with OSHA regulations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Vegetable cuts (battones, paysane, chiffonade)					
4.	Cooking methods (blanch- ing, steaming, grilling, sea- soning, baking)					

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 checklist, products, photos and videos of products and processes etc.
5.	Cleaning methods (scrub- bing, wiping, dusting)					
6.	Salad's dressing					
7.	Presentation					
8.	Hygiene and safety					
	SKILLS The mentee:					
9.	Selects type and size of equipment suitable to pre- pare the salads					
10.	Identifies and selects ingre- dients as per the recipe					
11.	Weighs and measures ingre- dients according to recipe					
12.	Observes hygiene and pro- cedures as per HACCP					

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.
13.	Uses special vegetable cuts to prepare salads according to recipe					
14.	Portions and prepares salad ingredients as per recipe					
15.	Cooks (optional) and combines salad ingredients according to recipe					
16.	Prepares dressings /marinades, flavourings and sauce mixtures and stores at recommended temperature until required					
17.	Follows standard recipes and makes adjustments as per recipe					
18.	Stores salads as per the recipe					
19.	Garnish and Presents salads as per recipe					

Note:

To be declared competent, the mentee must get:

1. 10 of the 19 (50%) items of evaluation correct and
2. Items 10, 13, 14, 17 and 20 correct

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent <input data-bbox="593 770 651 802" type="checkbox"/> Not Yet Competent <input data-bbox="593 818 651 850" type="checkbox"/> <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>	

7. PREPARE BREADS

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Safety requirements in preparation of breads in line with OSHA regulations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Food presentation techniques					
4.	Cooking methods (Baking, Frying)					
5.	Kneading, Whisking, shaping, rolling, piping					
6.	Cleaning methods (scrubbing, cleaning with					

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
	cold/warm water, use of vegetable wash)					
7.	Garnishing					
8.	Hygiene and Safety					
9.	Presentation					
	SKILLS The mentee:					
10.	Selects type and size of equipment suitable to pre- pare breads					
11.	Identifies and selects ingre- dients as per the recipe					
12.	Weighs and measures ingre- dients according to the rec- ipe					
13.	Observes hygiene and pro- cedures as per HACCP					
14.	Mixes the ingredients as per the recipe					
15.	Adds liquid ingredients as per the recipe					

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 checklist, products, pho- tos and videos of prod- ucts and processes etc.
16.	Prooves dough as per recipe					
17.	Preheats oven to the temperature recommended in the recipe					
18.	Prepares baking trays and places dough on the trays as per recipe					
19.	Observes baking period/time as per recipe					
20.	Cools bread on cooling racks as per SOPs					
21.	Identifies and uses presentation and display equipment as per the specification					
22.	Serve breads as per the specification and style of service					

Note:

To be declared competent, the mentee must get:

1. 11 of the 22 (50%) items of evaluation correct and
2. Items 2, 10, 11, 12, 16, 19 and 20 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

8. PREPARE PASTRIES

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 vid- eos of products and pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assess- ment	Mentor review		
1.	Safety requirements in preparation of pastries in line with OSHA regu- lations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Food presentation tech- niques					
4.	Cooking methods (Bak- ing, Frying)					
5.	Kneading, Whisking, shaping, rolling,					
6.	Icing and decorating					

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 vid- eos of products and pro- cesses etc.
7.	Cleaning methods (scrubbing, cleaning with cold/warm water, use of vegetables wash)					
8.	Garnishing					
9.	Hygiene and safety					
10.	Presentation					
	SKILLS The mentee:					
11.	Selects type and size of equipment suitable to prepare cakes/basic pas- tries/tarts and pies/flans/cookies					
12.	Identifies and selects in- gredients as per the recipe					
13.	Weighs and measures ingredients according to the recipe					

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 vid- eos of products and pro- cesses etc.
14.	Observes hygiene and procedures as per HACCP					
15.	Prepares a variety of cakes/pastry/tarts and pies/flans/cookies according to standard recipes and organisations standards					
16.	Follows the recipes including the recommended culinary technique or mixing method					
17.	Preheats oven at recommended time and temperature in the recipe					
18.	Observes recommended temperatures and baking period/time as per recipe					

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 vid- eos of products and pro- cesses etc.
19.	Identifies and uses presentation equipment as per the specification					
20.	Serves cakes/pastry/tarts and pies/flans/cookies as per the recipe and style of service					
21.	Refrigerates (where necessary) at the recommended temperature and time to cool before serving					

Note:

To be declared competent, the mentee must get:

1. 11 of the 21 (50%) items of evaluation correct and
2. Items 12, 14, 16, 18 and 22 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

9. PRPARE DESSERTS

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 prac- tice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	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.	Safety requirements in preparation of desserts in line with OSHA regula- tions governing food in- dustry					
2.	Selection and use of kitchen equipment					
3.	Food presentation tech- niques					
4.	Cooking methods as per the recipe (Baking, fry- ing)					
5.	Kneading, whisking, shaping, rolling, piping					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
6.	Icing and decorating					
7.	Cleaning methods (scrub- bing, cleaning with cold/warm water, use of vegetables wash)					
8.	Hygiene and safety					
9.	Presentation					
	SKILLS The mentee:					
10.	Selects type and size of equipment suitable to pre- pare fruit des- serts/mousses/cream cus- tards/sweet sauces/hot desserts/frozen desserts					
11.	Identifies and selects in- gredients as per the recipe					
12.	Weighs and measures ingredients according to the recipe					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
13	Observes hygiene and procedures as per HACCP					
14	Follows special dietary recipes to produce deserts for those with special dietary requirements					
15	Prepares desserts in shapes and sizes and with preferred fillings according to recipe					
16	Produces a range of hot and cold sauces to a desired consistency and flavour					
17	Uses thickening agents suitable for sweet sauces where appropriate					
18	Decorates and presents desserts/mousses/cream custards/sweet sauces on					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	service-ware as per the recipe and style of service					
19	Stores sauces to retain desired quality and characteristics					
20	Freezes desserts to the recommended temperatures as per the recipe					

Note

To be declared competent, the mentee must get:

1. 10 of the 20 (50%) items of evaluation correct and
2. Items 11, 12, 13, 17 and 21 are correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

10. PREPARE BEVERAGES

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.	Safety requirements in preparation of beverages in line with OSHA regulations governing food industry					
2.	Selection and use of kitchen equipment					
3.	Cooking methods (steaming, infusion, brewing, boiling)					
4.	Cleaning methods (Scrubbing, dusting, wiping)					
5.	Decoration					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
6.	Chilling of drinks					
7.	Presentation					
	SKILLS The mentee:					
10	Selects type and size of equipment suitable to prepare beverages					
11	Identifies and selects ingredients as per the recipe					
12	Weighs and measures ingredients according to the recipe					
13	Observes hygiene and procedures as per HACCP					
14	Prepares and check the taste, strength, temperature and appearance for each					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of prac- tice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	beverages using recommended methods as per recipe					
15	Presents beverages ac- cording to standard op- erating procedures and style of service					
16	Prepares cold beverages as per the recipe					
17	Chills beverage as per customers requirement (optional)					
18	Prepares and mixes a range of cocktails as per the recipe					

Note:

To be declared competent, the mentee must get:

1. 9 of the 18 (50%) items of evaluation correct and
2. Items 2, 10, 11, 14, and 15 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 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>	

11. 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 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

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

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

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

NAME OF TRAINEE: REGISTRATION NUMBER OF TRAINEE: NAME OF TRAINEE'S INSTITUTION: NAME OF MENTOR: DESIGNATION: MENTORING ORGANIZATION: DATE : SIGNATURE AND STAMP:	
Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 50% of the items correct)</i> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

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

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

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

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

NAME OF INSTITUTION:

NAME OF ILO OFFICER:

DATE :

REMARKS

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SIGNATURE AND STAMP: