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INDUSTRIAL ATTACHMENT

MENTORING TOOL

FOOD PRODUCTION (CULINARY ARTS)

LEVEL 4

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 4

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 (Culinary Arts).

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 4. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary knowledge, skills and attitudes (worker behaviors) to work as a food production personnel.

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.

DR. LAWRENCE GUANTAI, PhD
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:
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1.0 INFORMATION FOR USERS

1.1 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

1.2 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.

2.0 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

3.0 Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment period in prepare stocks and soups, Prepare food accompaniments, Prepare cuts of meats, Cook white meats, red meats and offal, Prepare salads and salads dressings, Prepare yeast products, Prepare cakes, prepare desserts, Prepare sandwiches and Prepare beverages. Time spent in each section/department should be documented using form in Appendix 1.

4.0 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.

5.0 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 2). 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. DEMONSTRATE COMMUNICATION SKILLS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Organization requirements for written and electronic communication methods					
2.	Effective verbal and non-verbal communication methods					
3.	Lines of communication					
4.	Storage of information					
5.	Report writing					
6.	Effective questioning techniques (clarifying and probing)					
7.	Workplace etiquette					

S/N.	Items for evaluation (knowledge, skills and 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.
	SKILLS The mentee:					
8.	Accesses and uses specific and relevant information from appropriate sources e.g. kitchen, housekeeping.					
9.	Uses effective questioning, active listening and speaking skills to gather and convey information.					
10.	Selects and uses appropriate method of communication and medium to transfer information and ideas.					
11.	Uses appropriate non- verbal communication					
12.	Identifies and follows appropriate lines of communication with supervisors and colleagues.					
13.	Uses defined workplace procedures for the location and storage of information					

S/N.	Items for evaluation (knowledge, skills and 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.
14.	Carries out personal interaction clearly and concisely					
15.	Completes range of forms relating to conditions of employment accurately and legibly.					
16.	Records workplace data on standard workplace forms and documents.					
17.	Identifies errors in recording information on forms/ documents and properly acts upon them.					
18.	Completes reporting requirements to supervisor according to organizational guidelines.					
19.	Deals with a range of communication/information at one time					

S/N.	Items for evaluation (knowledge, skills and 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.
20.	Selects and organizes information correctly					
21.	Undertakes verbal and written information and reporting accurately when required.					
22.	Maintains communication skills in all situations					
23.	Seeks and provides response to workplace issues immediately.					
24.	Makes constructive contributions in workplace discussions on issues dealing with production, quality and safety.					
25.	Communicates goals/objectives and action plan undertaken in the workplace accordingly.					

S/N.	Items for evaluation (knowledge, skills and 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.
26.	Identifies communication issues and problems as they arise.					
27.	Organizes coherently information regarding problems and issues, to ensure clear and effective communication					
28.	Initiates dialogue with appropriate personnel.					

Note:

To be declared competent, the mentee must get:

1. 14 of the 28 (50%) items of evaluation correct and
2. Items 1, 2, 5, 6, 7, 8, 9, 10, 11, 19, 21, 23, and 24 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
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6.		
7.		
8.		

APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE NUMERACY SKILLS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of common shapes					
2.	Differences between two dimensional and 3 dimensional shapes / objects					
3.	Formulae for calculating area and volume					
4.	Types and purpose of measuring instruments					
5.	Units of measurement and abbreviations					
6.	Fundamental operations (addition, subtraction, division, multiplication)					
7.	Rounding techniques					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Types of fractions					
9.	Different types of tables and graphs					
10.	Meaning of graphs, such as increasing, decreasing, and constant value					
	SKILLS The mentee:					
11.	Identifies and interprets simple fractions, decimals and percentages correctly					
12.	Demonstrates understanding of place value by organising numbers from smallest to largest.					
13.	Locates and makes decision on required numerical information and appropriate method to solve a problem.					
14.	Performs limited range of calculations using the 4 operations (Addition, Subtraction, Division & Multiplication)					

S/N.	Items for evaluation (knowledge, skills and 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.
15.	Identifies and interprets units of measurement and estimates simple amounts in workplace tasks and texts.					
16.	Selects and graduates appropriate measuring equipment in familiar units to measure relevant quantities.					
17.	Does calculation using familiar units of measurement and checks results against estimates.					
18.	Recognises common symbols and keys in familiar maps, plans and diagrams					
19.	Demonstrates understanding of direction and location by describing the location of objects, or route to familiar places					
20.	Gives and follows instructions to locate familiar objects or places.					

S/N.	Items for evaluation (knowledge, skills and 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.
21.	Identifies, names and classifies common 2D and 3D shapes and designs in familiar situations using informal and some formal language to describe them.					
22.	Uses simple items to draw or construct common 2D shapes.					
23.	Determines familiar data to be collected and selects a method to collect the data.					
24.	Collects small amount of simple familiar data and determines one or two variables from the data collected.					
25.	Orders, collates and constructs simple tables and graphs using familiar data and checks results are promptly					

S/N.	Items for evaluation (knowledge, skills and 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.
26.	Identifies and interprets information in familiar tables, graphs and charts					

Note:

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct and
2. Items 2, 3, 4, 6, 11, 14, 15, 16, 17, 18, 25 and 26 correct

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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4.		
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6.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE DIGITAL LITERACY

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Functions of computer software and hardware.					
2.	Input and output devices					
3.	Storage Media					
4.	Central processing Unit (CPU)					
5.	Security and privacy of data.					
6.	Computer security threats and control measures.					
7.	Word processing					
8.	Spread sheet					
9.	Networking and Internet					

S/N.	Items for evaluation (knowledge, skills and 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.
10.	Laws governing protection of ICT					
11.	Computer crimes.					
12.	Detection and protection of computer crimes.					
13.	Emerging trends and issues in ICT					
	SKILLS The mentee:					
14.	Identifies appropriate computer software and hardware for performing various tasks in the workplace.					
15.	Applies data security and privacy in accordance with the technological situation.					
16.	Identifies security threats and applies control measures in accordance with laws governing protection of ICT.					
17.	Applies word processing software in resolving workplace tasks, report writing and documentation.					

S/N.	Items for evaluation (knowledge, skills and 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.
18.	Sorts, indexes, stores, retrieves and secures data					
19.	Applies internet and email for communication in workplace.					

Note:

To be declared competent, the mentee must get:

1. 10 of the 19 (50%) items of evaluation correct
2. Items 1, 2, 8, 13, 14, 16, 17, 18 and 19 correct

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE ENTREPRENEURIAL SKILLS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Generation and evaluation of business ideas					
2.	Legal requirements for starting a small business					
3.	Conducting business SWOT/ PESTEL analysis					
4.	Business plans and expansion					
5.	Business financing					
6.	Marketing strategies					
7.	Product promotion strategies					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Market and feasibility studies					
9.	Business ethics and public relations					
10.	Types and categories of businesses					
	SKILLS The mentee:					
11.	Generates business ideas in accordance with the existing procedure					
12.	Matches competencies with business opportunities in accordance with business practices					
13.	Identifies procedure for starting a small business as per the legal requirements					
14.	Demonstrates competencies to create a small-scale business					
15.	Maintains good relations with staff/workers					
16.	Observes policies and procedures on occupational safety and health and environmental concerns constantly.					

S/N.	Items for evaluation (knowledge, skills and 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.
17.	Maintains good customer relations in accordance with office procedures.					
18.	Offers promotions/Incentives to loyal customers in accordance with office procedures.					
19.	Maintains customer record in accordance with office procedures					
20.	Ensures profitability of enterprise though appropriate internal controls.					
21.	Carries out business priorities and strategies according to office procedures.					
22.	Incorporates technology in small scale business growth in accordance with technological trends.					

Note:

To be declared competent, the mentee must get:

1. 11 of the 22 (50%) items of evaluation correct and
2. Items 1, 2, 9, 10, 12, 13, 15, 16, 17, 20 and 21 correct

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE EMPLOYABILITY SKILLS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Work values and Ethics					
2.	Company policies, procedures and standards					
3.	Occupational Health and safety procedures					
4.	Fundamental rights at work					
5.	Personal hygiene practices					
6.	Workplace communication					
7.	Decision making					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Resources and allocating resources					
9.	Workplace problems and how to deal with them					
10.	Gender mainstreaming					
11.	HIV and AIDS					
12.	Professional growth and development					
13.	Technology in the workplace					
	SKILLS The mentee:					
14.	Formulates personal vision, mission and goals based on potential and in relation to organization objectives					
15.	Manages emotions as per workplace requirements					
16.	Evaluates and monitors individual performance according to the agreed targets					

S/N.	Items for evaluation (knowledge, skills and 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.
17.	Demonstrates accountability and responsibility for own actions					
18.	Develops and maintains self-esteem and a positive self-image					
19.	Observes time management, attendance and punctuality as per the organization policy.					
20.	Manages critics as per personal objectives					
21.	Shares information as per communication structure					
22.	Organizes work activity with other involved personnel as per the SOPs					
23.	Managed stress in accordance with workplace procedures					
24.	Sets work priorities in accordance to workplace procedures					

S/N.	Items for evaluation (knowledge, skills and 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.
25.	Observes abstinence from drug and substance abuse as per workplace policy.					
26.	Demonstrates safety consciousness in the workplace based on organization safety policy.					
27.	Deals with emerging issues in accordance with organization policy.					
28.	Identifies and assesses personal training needs in line with the requirements of the job.					
29.	Demonstrates application of learning in both technical and non-technical aspects based on requirements of the job					

S/N.	Items for evaluation (knowledge, skills and 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.
30.	Invests time and effort in learning new skills-based on job requirements and in different context					
31.	Observes policies, guidelines and code of conduct as per the workplace requirements					
32.	Demonstrates commitment to jurisdictional laws as per the workplace requirements					

Note:

To be declared competent, the mentee must get:

1. 16 of the 32 (50%) items of evaluation correct and
2. Items 1, 2, 3, 5, 14, 15, 17, 18, 19, 21, 22, 24, 25, 27, 30, and 31 correct

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE ENVIRONMENTAL LITERACY

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Storage methods of environmentally hazardous materials					
2.	Disposal methods of hazardous wastes					
3.	Occupational Standards of Health & Safety					
4.	Types of pollution					
5.	Environmental pollution control measures					
6.	Different types wastes					
7.	Waste management					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Methods of minimizing wastage					
	SKILLS The mentee:					
9.	Follows strictly storage methods for environmentally hazardous materials according to environmental regulations and OSHS.					
10.	Follows disposal methods of hazardous wastes always according to environmental regulations and OSHS.					
11.	Uses Personal Protective Equipment according to Occupational Standards of Health & Safety.					

S/N.	Items for evaluation (knowledge, skills and 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.	Compiles environmental pollution control measures following standard protocols.					
13.	Observes procedures for solid waste management according to Environmental Management and Coordination Act 1999					
14.	Complies with methods for minimizing noise pollution following environmental regulations					
15.	Complies with methods for minimizing wastage					
16.	Employs waste management procedures following principles of 3Rs (Reduce, Reuse, Recycle)					

S/N.	Items for evaluation (knowledge, skills and 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.
17.	Practices methods for economizing or reducing resource consumption					
18.	Collects and provides information on resource efficiency systems and procedures to the work group where appropriate					
19.	Measures and records current resource usage by members of the work group					

Note:

To be declared competent, the mentee must get:

1. 8 of the 19 (50%) items of evaluation correct and
2. Items 3, 5, 7, 9, 11, 13, 16, 18 and 19 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
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8.		

APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	General OSH Principles and legislations					
2.	Principles of good housekeeping (5S)					
3.	Company/workplace policies/ guidelines					
4.	Standards and safety requirements of work process and procedures					
5.	Standard workplace emergency plan and procedures					
6.	Safety and health requirements of tasks					
7.	Workplace guidelines on providing feedback on OSH and security					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Hazard control procedures					
9.	OSH trainings relevant to work					
10.	SKILLS The mentee:					
11.	Follows arrangement of work area and items in accordance with company housekeeping procedures					
12.	Follows work standards and procedures					
13.	Applies prevention and control measures, including use of safety gears/Personal Protective Equipment					
14.	Identifies hazards in the workplace and/or its indicators of its presence					

S/N.	Items for evaluation (knowledge, skills and 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.
15.	Studies and applies standards and procedures for incidents and emergencies as needed					
16.	Participates in orientations on Occupational Safety & Health requirements/regulations of tasks.					
17.	Provides feedback on health, safety, and security concerns to appropriate personnel as required in a sufficiently detailed manner					
18.	Practices workplace procedures for reporting hazards, incidents, injuries and sickness.					

S/N.	Items for evaluation (knowledge, skills and 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.
19.	Identifies and proposes needed OSH-related trainings to appropriate personnel.					

Note:

To be declared competent, the mentee must get:

1. 9 of the 19 (50%) items of evaluation correct and
2. Items 1, 2, 5, 10, 11, 12, 14, 15 and 17 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
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6.		
7.		
8.		

APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. PREPARE STOCKS AND 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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of stocks and soups					
2.	Garnishes					
3.	Herbs and spices					
4.	Thickening agents					
5.	Processed foods					
6.	Cooking methods					
7.	Condiments					
8.	Food allergens					

S/N.	Items for evaluation (knowledge, skills and 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.
9.	Food safety, hygiene and HACCP principles					
10.	Quality control					
11.	Waste management					
12.	Purchase specification					
13.	Proper storage					
	SKILLS The mentee:					
14.	Identifies, selects, assembles equipment and tools for stocks as per the recipe					
15.	Identifies, selects and assembles ingredients for stocks as per the recipes					
16.	Checks for Freshness and quality as per the SOPs					
17.	Observes Hygienic standards and procedures while cleaning					
18.	Prepares Ingredients for stocks as per the recipe specifications					

S/N.	Items for evaluation (knowledge, skills and 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.
19.	Boils, fries, sautés and simmers stock in a stock pot as per the recipe and SOPs					
20.	Strains and uses stocks as per the recipe specifications and SOPs					
21.	Stores stock at the right temperature					
22.	Identifies, selects, assembles equipment and tools for soups as per the recipe					
23.	Identifies, selects and assembles ingredients for soups as per the recipes					
24.	Checks for Freshness and quality as per the SOPs					
25.	Observes Hygienic standards and procedures while cleaning					
26.	Prepares Ingredients for soups as per the recipe specifications					
27.	Cooks soups e.g. boils and simmers as per the recipe and SOPs					
28.	Garnishes, presents and dispenses soup as per recipe and style of service					
29.	Stores soups at the right temperature					

S/N.	Items for evaluation (knowledge, skills and 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.
30.	Prepares appropriate soup accompaniments as per the type of soup and SOPs					
	ATTITUDES (WORKER BEHAVIOURS) The mentee:					
31.	Time conscious					
32.	Team player					
33.	Hard working					
34.	Creative and innovative					
35.	Organized					
36.	Attentive to details					

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

1. 18 of the 36 (50%) items of evaluation correct and
2. Items 1, 6, 10, 12,13,14,15, 16, 17, 18, 19, 21, 23, 26, 27and 28 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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. PREPARE EGGS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Nutritional value of eggs					
2.	Types of eggs					
3.	Garnishes					
4.	Food allergens					
5.	Cooking methods					
6.	Waste management					
7.	Food safety and hygiene e.g. cross contamination control					
8.	Proper storage					
9.	Tools and equipment					

S/N.	Items for evaluation (knowledge, skills and 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.
10.	HACCP principles - Hazard Analysis of Critical Control Points, SOPs - Standard Operating Procedures and OHS- Occupational Health and Safety					
11.	Seasonings (Herbs, spices, sugar and salt)					
	SKILLS The mentee:					
12.	Identifies, selects and assembles the tools and equipment for preparing various types of eggs					
13.	Tests Freshness of eggs as per SOPs					
14.	Observes hygienic standards and procedures as per HACCP principles when preparing eggs and egg dishes.					
15.	Selects types of eggs as per the recipe					
16.	Identifies and selects the ingredients for preparing various types of eggs					
17.	Cuts vegetables creatively as per the recipe					

S/N.	Items for evaluation (knowledge, skills and 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.
18.	Prepares various types of eggs as per recipe					
19.	Cooks e.g. fries, boils and poaches various types of eggs as per the recipe					
20.	Garnishes the eggs creatively					
21.	Serves the eggs as per order					
22.	Performs post production tasks e.g. Cleaning					
	ATTITUDE (WORKER BEHAVIOURS) The mentee is:					
23.	Time conscious					
24.	A team player					
25.	Communicates well					
26.	Observes safety at the place of work					
27.	Organized					
28.	Respectful					

Note:

To be declared competent, the mentee must get:

1. 14 of the 28 (50%) items of evaluation correct and
2. Items 2, 5, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
2.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

10. 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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Mis en scene mis en place and post production tasks e.g. cleaning, clearing, airing room, arranging equipment and tools					
2.	Nutritional value of various food items					
3.	Menu knowledge					
4.	Cooking methods					
5.	Food hygiene and safety					
6.	HACCP principles - Hazard Analysis of Critical Control Points					

S/N.	Items for evaluation (knowledge, skills and 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.
7.	Condiments					
8.	Garnishes					
9.	Waste management					
10.	Food storage					
11.	Food Allergens					
12.	Purchase specification					
13.	Emerging food trends					
	SKILLS The mentee:					
14.	Opens and aerates Kitchen as per SOPs.					
15.	Turns on lights and checks stoves for defects					
16.	Performs Cleaning and sanitizing					
17.	Checks Temperatures of the cold rooms/fridges					
18.	Adheres to Organization standards and FIFO procedures					

S/N.	Items for evaluation (knowledge, skills and 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.
19.	Checks Stock levels of perishables and dry ingredients					
20.	Requisitions Additional ingredients					
21.	Interprets the menu of the day					
22.	Interprets Recipes according to organizations SOP's					
23.	Identifies, selects and assembles tools and equipment.					
24.	Identifies, selects and collects Ingredients as per the recipes					
25.	Weighs and/ or measures Ingredients as per recipe specifications					
26.	Combines texture, colour and taste when preparing food accompaniments.					
27.	Uses various cooking methods e.g. boils, grills, poaches, roasts, fries, braises,					

S/N.	Items for evaluation (knowledge, skills and 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.
	bakes in preparing food accompaniments.					
28.	Portions food and maintains ratios as per the recipe					
29.	Presents food at recommended temperature					
30.	Performs Post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
31.	Time conscious					
32.	A team player					
33.	Organized					
34.	Hard working					

S/N.	Items for evaluation (knowledge, skills and 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.
35.	Creative and innovative					
36.	Attentive to details					

Note:

To be declared competent, the mentee must get:

1. 18 of the 36 (50%) items of evaluation correct and
2. Items 3, 4, 5, 9, 16, 17, 20, 21, 22, 23, 24, 25, 27 and 29 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

11. PREPARE CUTS OF MEATS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of meats					
2.	Types of cuts for different meats					
3.	Food safety and hygiene e.g. cross contamination control					
4.	Quality control					
5.	Cooking methods					
6.	Commodities					
7.	Food storage					
8.	Purchase specification					
9.	Food Allergens					
10.	Emerging food trends					

S/N.	Items for evaluation (knowledge, skills and 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.
	SKILLS The mentee:					
11.	Sanitises the working area and surfaces					
12.	Checks the quality of the meats by using quality standards ie. colour, smell, texture and freshness					
13.	Identifies, selects and assembles tools and equipment for preparing cuts of meats					
14.	Uses of colour coded chopping boards, proper storage and sanitisation of preparation surfaces to prevent cross contamination					
15.	Identifies, selects and assembles ingredients for preparing cuts of meats					
16.	Tenderizes the cuts of meat as per the recipe					
17.	Marinates the cuts of meats before cooking as per the recipe and SOPs					

S/N.	Items for evaluation (knowledge, skills and 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.
18.	Cuts meats e.g. debones, trims, minces, portions as per the recipe specification and SOPs					
19.	Stores the meat cuts at the recommended temperature					
20.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
21.	Time conscious					
22.	A team player					
23.	Organised					
24.	Hard working					
25.	Attentive to details					
26.	Creative and innovate					
27.	Respectful					

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

1. 14 of the 27 (50%) items of evaluation correct and
2. Items 1, 2, 4, 11, 12, 13, 14, 15, 16, 17, 18 and 19 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

12. COOK RED, WHITE MEAT AND OFFALS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of meats					
2.	Types of cuts for different meats					
3.	Food safety and hygiene e.g. cross contamination control					
4.	HACCP principles - Hazard Analysis of Critical Control Points					
5.	Quality and portion control					
6.	Cooking methods					
7.	Thickening agents					
8.	Types of sauces					

S/N.	Items for evaluation (knowledge, skills and 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.
9.	Food Allergens					
10.	Commodities					
11.	Purchase specification					
12.	Food storage					
13.	Emerging food trends					
	SKILLS The mentee:					
14.	Sanitises the working area and surfaces					
15.	Checks the quality of the meats and offals by using quality standards ie. colour, smell, texture and freshness					
16.	Identifies, selects and assembles tools and equipment for cooking meats and offals					
17.	Uses colour coded chopping boards, proper storage and sanitisation of					

S/N.	Items for evaluation (knowledge, skills and 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.
	preparation surfaces to prevent cross contamination					
18.	Tenderizes the meat as required before cooking as per the recipe and SOPs					
19.	Marinates the meats before cooking as per the recipe and SOPs					
20.	Cooks the meats and offals using various methods e.g. boils, fries, grills, stews, steams, roasts, poaches, smokes, braises as per the recipe and SOPs					
21.	Seasons the meat and offals as per the recipe.					
22.	Garnishes the meat dishes and presents as per the recipe and SOPs					
23.	Portions meats and offals as per the recipe specifications and SOPs					
24.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS)					

S/N.	Items for evaluation (knowledge, skills and 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:					
25.	Time conscious					
26.	Responsible					
27.	A team player					
28.	Organised					
29.	Hard working					
30.	Attentive to details					
31.	Creative and innovative					
32.	Respectful					

Note:

To be declared competent, the mentee must get:

1. 16 of the 32 (50%) items of evaluation correct and
2. Items 1, 2, 6, 14, 15, 16, 17, 18, 19, 20 and 22 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

13. PREPARE SALADS AND SALADS DRESSING

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of salads and salad dressings					
2.	Nutritional value of salads and salad dressings					
3.	HACCP principles - Hazard Analysis of Critical Control Points					
4.	Food safety and hygiene e.g. cross contamination control					
5.	Quality and portion control					
6.	Preparation and cooking methods					
7.	Purchase specification					

S/N.	Items for evaluation (knowledge, skills and 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.
8.	Food allergens					
9.	Proper storage					
10.	Commodities					
11.	Emerging food trends					
	SKILLS The mentee:					
12.	Sanitises the working area and surfaces					
13.	Identifies, selects and assembles tools and equipment for preparing salads and salad dressings as per the recipe					
14.	Identifies, selects and assembles ingredients for salads and salad dressings as per the recipe					

S/N.	Items for evaluation (knowledge, skills and 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.
15.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					
16.	Uses colour coded chopping boards, proper storage and sanitisation of preparation surfaces to prevent cross contamination					
17.	Prepares salads and salad dressings using various methods as per the recipes and SOPs					
18.	Dresses the salads as per the recipe and SOPs					
19.	Seasons the salads and salad dressings as per the recipe and SOPs					

S/N.	Items for evaluation (knowledge, skills and 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.
20.	Garnishes the salads and salad dressings and presents as per the SOPs					
21.	Portions salads as per the recipe specifications and SOPs					
22.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
23.	Time conscious					
24.	Responsible					
25.	A team player					
26.	Organised					
27.	Hard working					
28.	Attentive to details					

S/N.	Items for evaluation (knowledge, skills and 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.
29.	Creative and innovative					
30.	Respectful					

Note:

To be declared competent, the mentee must get:

1. 15 of the 30 (50%) items of evaluation correct and
2. Items 1, 5, 6, 12, 13, 14, 15, 16, 17, 18 and 20 correct.

APPENDIX 1

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX 2

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

14. PREPARE YEAST PRODUCTS

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of yeast products					
2.	Nutritional value of yeast products					
3.	Purchase specification					
4.	Preparation and cooking methods					
5.	Condiments					
6.	Hazard Analysis of Critical Control Points (HACCP) principle					

S/N.	Items for evaluation (knowledge, skills and 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.
7.	Food safety and hygiene					
8.	Food Allergens					
9.	Portion control					
10.	Quality control					
11.	Proper storage					
12.	Emerging food trends					
	SKILLS The mentee:					
13.	Sanitises the working area and surfaces					
14.	Identifies, selects and assembles tools and equipment for preparing yeast products as per the recipe					
15.	Identifies, selects, and assembles ingredients for preparing yeast products as per the recipe					

S/N.	Items for evaluation (knowledge, skills and 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.
16.	Weighs and/ or measures ingredients according to the recipe.					
17.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					
18.	Observes hygiene and procedures as per HACCP					
19.	Prepares yeast products as per the recipe and SOPs					
20.	Handles the dough as per the recipe					
21.	Prooves the dough for making yeast products as per the recipe					
22.	Preheats the ovens/ fryer to the required temperatures as per the recipe					
23.	Cooks yeast products e.g. bakes, fries as per the recipe and SOPs					

S/N.	Items for evaluation (knowledge, skills and 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.
24.	Cools yeast products as per the recipe and SOPs					
25.	Decorates and presents yeast products creatively					
26.	Stores / serves the yeast products as per the recipe and SOPs					
27.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
28.	Time conscious					
29.	Responsible					
30.	A team player					
31.	Attentive to details					

S/N.	Items for evaluation (knowledge, skills and 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.
32.	Creative and innovative					
33.	Hard working					
34.	Organized					

Note:

To be declared competent, the mentee must get:

1. 17 of the 34 (50%) items of evaluation correct and
2. Items 1, 4, 8, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 25 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

15. PREPARE CAKES

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of cakes					
2.	Nutritional value of cakes					
3.	Preparation and cooking methods					
4.	Portion control					
5.	Hazard Analysis of Critical Control Points (HACCP) principles					
6.	Food safety and hygiene					
7.	Condiments					
8.	Quality control					

S/N.	Items for evaluation (knowledge, skills and 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.
9.	Food allergens					
10.	Purchase specification					
11.	Proper storage					
12.	Emerging food trends					
	SKILLS The mentee:					
13.	Sanitises the working area and surfaces					
14.	Identifies, selects and assembles tools and equipment for preparing cakes as per the recipe					
15.	Identifies selects, and assembles ingredients for preparing cakes as per the recipe					
16.	Weighs and/ or measures ingredients according to recipe.					

S/N.	Items for evaluation (knowledge, skills and 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.
17.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					
18.	Observes hygiene and procedures as per HACCP					
19.	Prepares cakes e.g. rubbing in, whisking, melting, creaming as per the recipe and SOPs					
20.	Preheats the ovens to the required temperatures as per the recipe					
21.	Bakes cakes as per the recipe and SOPs					
22.	Cools cakes as per the recipe and SOPs					
23.	Decorates and presents cakes creatively					
24.	Stores / serves the cakes as per the recipe and SOPs					
25.	Performs post production tasks e.g. cleaning					

S/N.	Items for evaluation (knowledge, skills and 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.
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
25.	Time conscious					
27.	Responsible					
26.	A team player					
29.	Attentive to details					
30.	Creative and innovative					
31.	Hard working					
32.	Organized					

Note:

To be declared competent, the mentee must get:

3. 16 of the 32 (50%) items of evaluation correct and
4. Items 1, 3, 4, 9, 13, 14, 15, 16, 17, 18, 20, 21 and 22 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

16. PREPARE 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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of desserts and sweet sauces					
2.	Condiments					
3.	Preparation and cooking methods					
4.	Hazard Analysis of Critical Control Points (HACCP) principles					
5.	Food safety and hygiene					
6.	Food allergens					

S/N.	Items for evaluation (knowledge, skills and 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.
7.	Purchase specification					
8.	Portion and quality control					
9.	Waste management					
10.	Proper storage					
11.	Emerging food trends					
	SKILLS The mentee:					
12.	Sanitises the working area and surfaces					
13.	Identifies, selects and assembles tools and equipment for preparing desserts and sweet sauces as per the recipe					
14.	Identifies, selects, and assembles ingredients for preparing desserts and sweet sauces as per the recipe					
15.	Weighs and/ or measures ingredients according to recipe.					

S/N.	Items for evaluation (knowledge, skills and 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.
16.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					
17.	Observes hygiene and procedures as per HACCP					
18.	Prepares desserts and sweet sauces as per the recipe and SOPs					
19.	Decorates and presents desserts and sweet sauces creatively					
20.	Stores / serves the desserts and sweet sauces at the recommended temperature					
21.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
22.	Time conscious					
23.	A team player					
24.	Attentive to details					
25.	Creative and innovate					

S/N.	Items for evaluation (knowledge, skills and 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.
26.	Hard working					
27.	Organized					

Note:

To be declared competent, the mentee must get:

1. 13 of the 27 (50%) items of evaluation correct and
2. Items 1, 3, 12, 13, 14, 15, 16, 17, 18, 19 and 20 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

17. PREPARE SANDWICHES

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of sandwiches					
2.	Nutritional value in sandwiches					
3.	Portion and quality control					
4.	Condiments					
5.	Preparation and cooking methods					
6.	Food safety and hygiene					
7.	Hazard Analysis of Critical Control Points (HACCP) principles					
8.	Food Allergens					
9.	Proper storage					

S/N .	Items for evaluation (knowledge, skills and 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.
10.	Waste management					
11.	Emerging food trends					
	SKILLS The mentee:					
12.	Sanitises the working area and surfaces					
13.	Identifies, selects and assembles tools and equipment for preparing sandwiches as per the recipe					
14.	Identifies selects, and assembles ingredients for preparing sandwiches as per the recipe					
15.	Weighs and/ or measures ingredients according to recipe.					
16.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					
17.	Observes hygiene and procedures as per HACCP					

S/N .	Items for evaluation (knowledge, skills and 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.
18.	Prepares sandwiches e.g. toasts as per the recipe and SOPs					
19.	Identifies accompaniments for sandwiches as per the recipe					
20.	Decorates and presents sandwiches creatively					
21.	Stores / serves the sandwiches at the recommended temperature					
22.	Performs post production tasks e.g. cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
23.	Time conscious					
24.	A team player					
25.	Attentive to details					
26.	Creative and innovative					
27.	Hard working					

S/N .	Items for evaluation (knowledge, skills and 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.
28.	Organized					

Note:

To be declared competent, the mentee must get:

1. 14 of the 28 (50%) items of evaluation correct and
2. Items 1, 7, 8, 9, 10, 12, 13, 14, 16, 18, 19, 20 and 21 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	

18. PREPARE BEVERAGE

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, skills and 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Types of beverages					
2.	Nutritional value for beverages					
3.	Condiments					
4.	Hazard Analysis of Critical Control Points (HACCP) principles					
5.	Food safety and hygiene					
6.	Preparation and cooking methods					
7.	Food allergens					
8.	Portion and Quality control					
9.	Proper storage					

S/N.	Items for evaluation (knowledge, skills and 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.
10.	Waste management					
11.	Emerging food trends					
	SKILLS The mentee:					
12.	Sanitises the working area and surfaces					
13.	Identifies, selects and assembles tools and equipment for preparing beverage as per the recipe					
14.	Identifies selects, and assembles ingredients for preparing beverage as per the recipe					
15.	Weighs and/ or measures ingredients according to recipe.					
16.	Checks the quality of the ingredients by using quality standards ie. colour, smell, texture and freshness					

S/N.	Items for evaluation (knowledge, skills and 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.
17.	Observes hygiene and procedures as per HACCP					
18.	Prepares beverage e.g. blends, juices mixes, shakes, stirs as per the recipe and SOPs					
19.	Cooks beverage e.g. brews, infuses as per the recipe and SOPs					
20.	Maintains the quality, taste, aroma, colour strength, temperature and appearance for each drink					
21.	Presents beverage creatively					
22.	Performs post production tasks e.g, cleaning					
	ATTITUDES (WORKER BEHAVIOURS) The mentee is:					
23.	Time conscious					

S/N.	Items for evaluation (knowledge, skills and 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.
24.	Responsible					
25.	A team player					
26.	Attentive to details					
27.	Creative and innovate					
28.	Hard working					
29.	Organized					

Note:

To be declared competent, the mentee must get:

5. 15 of the 29 (50%) items of evaluation correct and
6. Items 1, 6, 13, 14, 15, 16, 17, 18, 19, 20 and 21 correct.

APPENDIX

SUMMARY OF TOTAL PERIOD OF MENTORING

S/N	Section/ Department	Period (Weeks/days)
1.		
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APPENDIX

MENTOR SUMMARY REPORT

NAME OF TRAINEE:

REGISTRATION CODE OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR

DESIGNATION

ORGANIZATION

DATE

SIGNATURE AND STAMP

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>	