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INDUSTRIAL ATTACHMENT

MENTORING TOOL

FOOD PRODUCTION (CULINARY ARTS)

LEVEL 5

TRAINEE'S NAME:

ADMISSION NUMBER:

COURSE:

LEVEL:

INSITUTION NAME:

ADRESS:

ATTACHMENT PERIOD FROM:TO:



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

MENTORING TOOL

FOR

FOOD PRODUCTION (CULINARY ARTS)

LEVEL 5

FOREWORD

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

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

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 stocks, soups and sauces, preparing cold starters, fruit vegetable salads and canapes, preparing eggs, preparing food accompaniments, preparing cuts of

meats, cooking meats and sauces, preparing salads and dressings, preparing yeast products, preparing pastries, preparing cakes, preparing desserts, preparing sandwiches and preparing beverages. Time spent in each section/department should be documented using form in AppendixA.

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 STOCKS, SOUPS AND 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 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 mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Safety requirements in preparation of stocks in line with OSHA regula- tions governing food in- dustry					
2.	Kitchen equipment se- lection and use for mak- ing stock, soups and sauces					
3.	Types and categories of stocks, soups and sauces.					

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 mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
4.	Cleaning methods (scrubbing, wiping, dusting)					
5.	Ingredients for prepara- tion for stocks, soups and sauces					
6.	Cooking methods for stocks, soups and sauces					
7.	Quality specification and control of ingredi- ents					
8.	Presentation, garnishing and service for stocks, soups and sauces.					
9.	Hygiene and safety					
	SKILLS The mentee:					
10.	Identifies appropriate equipment for preparing stocks, soups and sauces					

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 mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
11.	Selects ingredient for stocks, soups and sauces as per recipe					
12.	Prepares ingredient for stocks, soups and sauces as per recipe (cleans, chops, cuts)					
13.	Observes hygienic standards and procedures as per HACCP guidelines and principles					
14.	Cooks stocks, soups and sauces as per recipe (cooking method).					
15.	Presents, garnishes and serves stocks, soups and sauces					
16.	Stores stocks, soups and sauces per recommended temperatures.					

Note:

To be declared competent, the mentee must get:

1. 8 of the 16 (50%) items of evaluation correct and
2. Items 3, 5, 9, 11, 12, 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>	

2. PREPARE COLD STARTERS, FRUIT VEGETABLE SALADS AND CANAPES

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item as- sessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check- list, products, pho- tos and videos of products and pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Kitchen organization and sections					
2.	Types cold starters, fruit vegetable salad and canapes.					
3.	Cooking methods					
4.	Kitchen equipment se- lection and use					
5.	Hygiene and safety					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item as- sessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check- list, products, pho- tos and videos of products and pro- cesses etc.
6.	Identifies and uses appropriate equipment, tools and accessories					
7.	Prepares ingredient for cold starters, fruit vegetable salad and canapes.					
8.	Observes hygienic standards and procedures as per HACCP guidelines and principles					
9.	Prepares, cold starters, fruit vegetable, and canapes as per the cooking method.					
10.	Presents, garnishes and dresses cold starters, fruit vegetable salad and canapes.					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item as- sessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check- list, products, pho- tos and videos of products and pro- cesses etc.
11.	Stores and serves cold starters, fruit vegetable salad and canapes as per recommended temperatures.					

Note:

To be declared competent, the mentee must get:

1. 6 of the 11 (50%) items of evaluation correct and
2. Items 2, 3, 6, 7, 9, and 10 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>	

3. PREPARING 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 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.	Nutritional value of eggs					
2.	Types and size of eggs					
3.	Freshness of eggs					
4.	Cooking methods					
5.	Egg storage					
6.	Hygiene and safety					
	SKILLS The mentee:					
7.	Identifies and uses appropriate equipment, tools and accessories					

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 (written and/oral), observation checklist, products, photos and videos of products and processes etc.
8.	Assesses freshness of eggs					
9.	Prepares different types of eggs using various cook- ing methods					
10.	Presenting, garnishing and service of eggs					

Note:

To be declared competent, the mentee must get:

1. 5 of the 10 (50%) items of evaluation correct and
2. Items 2, 7, 9 and 10 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. 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 checklist, products, photos and videos of products and pro- cesses etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Organization of entremetier section					
2.	Assembling of tools and equipment and defect identification.					
3.	Temperature control and monitoring for cold rooms/fridges and hot food counters.					
4.	Menu planning, develop- ment and costing					
5.	Nutritional value of food					
6.	Recipes development and interpretation.					

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 pro- cesses etc.
7.	Ingredients identification as per recipe					
8.	Hygiene and safety.					
9.	Quality control checks for ingredients/raw materials					
10.	Cooking methods in culinary arts.					
11.	Types of equipment, tools and accessories used for cooking various food items.					
12.	Food accompaniments presentation and preservation.					
13.	Portion control and cost- ing					
	SKILLS The mentee:					
14.	Identified and assembled all tools and equipment for preparing food accom- paniments					

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 pro- cesses etc.
15.	Prepares ingredients for preparing food accompaniments as per recipe					
16.	Cooks' food accompaniments as per recipe					
17.	Portions food accompaniments					
18.	Presentation techniques, garnishing and service for food accompaniments					

Note:

To be declared competent, the mentee must get:

1. 9 of the 18 (50%) items of evaluation correct and
2. Items 2, 4, 14, 15, 16 and 18 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>	

5. CUT 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 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 demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Food safety, hygiene and sanitation as per HACCP principles					
2.	Kitchen organization and sections					
3.	Types of working equipment, tools and accessories for cutting meats					
4.	Nutritional value of food					
5.	Types of menus and recipes					
6.	Types and categories of meats					

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.	Quality checks and specifications for meats in culinary arts.					
8.	Meat cutting methods e. g. deboning, carving, scaling for fish					
9.	Preparation for butchers' meats (beef, lamb, mutton, game, pork)					
10.	Preparation for poultry, fish and sea food					
11.	Recommended temperatures for meats					
12.	Hygiene and safety					
	SKILLS The mentee:					
13.	Assembles working equipment, tools, surfaces and accessories required for meat preparation					

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.
14.	Adheres to hygiene, safety guidelines and procedures (HACCP)					
15.	Prepares butchers meats (beef, lamb, mutton, game, pork)					
16.	Prepares fish and sea food as per quality and menu specifications					
17.	Prepares poultry as per quality and menu specifications					
18.	Prepares cold cuts as per quality and menu specifications					
19.	Preapares Offal's as per quality and menu specifications					

Note:

To be declared competent, the mentee must get:

1. 10 of the 19 (50%) items of evaluation correct and
2. Items 3, 6, 15, 16, 17 and 18 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. COOK MEATS AND 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, photos and videos of products and pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Food safety, hygiene and sanitation as per HACCP					
2.	Types of working equipment, tools and accessories in culinary arts					
3.	Nutritional value of food					
4.	Quality checks and specifications for meats					
5.	Cooking methods for meats					

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 pro- cesses etc.
6.	Hygiene and safety					
	SKILLS The mentee:					
7.	Selects and places kitchen equipment re- quired					
8.	Adheres to hygiene, safety guidelines and procedures (HACCP)					
9.	Cooks meats as per rec- ipe					
10.	Garnishes, displays and presents meat					

Note:

To be declared competent, the mentee must get:

1. 5 of the 10 (50%) items of evaluation correct and
2. Items 5, 7, 9 and 10 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>	

7. PREPARE SALADS AND DRESSINGS

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 demon- strates knowledge of:		Self-assessment	Mentor review		
1	Hygiene and sanitation as per HACCP.					
2	Types of working equipment, tools and accessories used in salad and dressings preparation					
3	Nutritional value of Salads					
4	Types and categories of salads and dressings					
6	Ingredients for salads and dressings					

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	Quality checks and specifications for salads in culinary arts.					
8	Salad preparation methods					
9	Healthy options and emerging trends					
10	Portion control as per recipes					
11	Salad presentation methods and service styles					
12	Dispensing, storage of salads, and temperature control and monitoring					
13	Hygiene and safety					
	SKILLS The mentee:					

S/ N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
14	Selects and places kitchen equipment required					
15	Adheres to hygiene, safety guidelines and procedures (HACCP)					
16	Identifies salad and salad dressing ingredients as per recipe					
17	Prepare salads and dressings as per recipe					
18	Serves/dispense salads and dressings as per recipe and style of service					

Note:

To be declared competent, the mentee must get:

1. 9 of the 18 (50%) items of evaluation correct and
2. Items 4, 6, 8, 14, 16, 17 and 18 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>	

8. 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 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.	Select type and size of equipment					
2.	Ingredients as per the recipe					
3.	Weighing and measuring ingredients					
4.	Hygiene and procedures as per HACCP					
5.	Mix drying ingredients					
6.	Dough handled as per the recipe.					
7.	Preparing Baking trays.					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
8.	Obseving baking period/time					
9.	Cooling Bread on racks as per SOPs .					
10.	Present and display equipment identified and used as per the specification.					
	SKILLS The mentee:					
11.	Selects type and size of equipment suitable to prepare the deep-fried breads.					
12.	Identifies ingredients and selectes as per the recipe					
13.	Weights and measures ingredients according to 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/or oral), observation checklist, products, photos and videos of products and processes etc.
14.	Observes Hygiene and procedures as per HACCP					
15.	Prepares dough as per the recipe					
16.	Cooks dough as recipe (Observes Baking period/time per the recipe)					
17.	Cools yeast products as per SOPs					
18.	Serves yeast product as per the specifications					

Note:

To be declared competent, the mentee must get:

1. 9 of the 18 (50%) items of evaluation correct and
2. Items 11, 12, 13, 15, 16 and 18 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. 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 videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Hygiene and safety					
2.	Identification of the equipment needed					
3.	Ingredients, and weights					
4.	Assembling equipment and ingredients					
	SKILLS The mentee:					
5.	Identifies and selects 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 assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
6.	Weights and measures ingredients as per the recipe.					
7.	Prepares Dough for pastry as per the recipe					
8.	Prepares filling (fruits, cream, minced meat, sausage) as recipe.					
9.	Bakes pastry as per the recipe.					
10.	Presents and Serves pastry product as per recipe.					

Note:

To be declared competent, the mentee must get:

1. 5 of the 10 (50%) items of evaluation correct and
2. Items 2, 3, 5, 6, 7, 8 and 9 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 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 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 agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Selection type and sizing					
2.	Greasing, dusting, lining					
3.	Oven Preheating					
4.	Type of cakes					
5.	Cake making methods					
6.	Hygiene and safety					
	SKILLS The mentee:					

S/ N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
7.	Identifies Ingredients and selected as per the recipe.					
8.	Weights and measures ingredients for preparing cakes as per the recipe					
9.	Observes Hygiene procedures as per HACCP					
10.	Prepares a variety of cakes as per the recipe.					
11.	Bakes cakes as per recipe					
12.	Identifies Presentation equipment and use as per the specification.					

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.
13.	Serves Cakes as per the recipe					

Note:

To be declared competent, the mentee must get:

1. 7 of the 13 (50%) items of evaluation correct and
2. Items 1, 4, 5, 7, 8, 10, 11 and 13 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. PREPARE DESERTS

Mentor and mentee: Please fill information for each of the three sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item as- sessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check- list, products, pho- tos and videos of products and pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assessment	Mentor review		
1.	Selection and sizing					
2.	Identification of ingre- dients					
3.	Weights and measur- ing					
4.	Types of deserts					
5.	Quality control					
6.	Portion control					
7.	Hygiene and safety					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item as- sessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check- list, products, pho- tos and videos of products and pro- cesses etc.
8.	Selects type and sizes of equipment suitable to prepare desserts.					
9.	Identifies and selects ingredients as per the recipe.					
10.	Weights and measures ingredients for preparing desserts as per the recipe.					
11.	Cook desserts as per recipe					
12.	Decorates hot desserts with recommended decoration.					
13.	Presents, garnishes (where applicable) and Serves desserts on appropriate equipment					

Note:

To be declared competent, the mentee must get:

1. 7 of the 13 (50%) items of evaluation correct and
2. Items 2, 4, 8, 9, 11 and 13 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>	

12. 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 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 pro- cesses etc.
	KNOWLEDGE The mentee demon- strates knowledge of:		Self-assess- ment	Mentor review		
1.	Types of sandwiches					
2.	Sandwich fillings					
3.	Equipment suitable to prepare sandwiches					
4.	Selection of ingredi- ents					
5.	Identification of ingre- dients					
6.	Hygiene and safety					
	SKILLS					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self- assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and pro- cesses etc.
	The mentee:					
7.	Identifies equipment suitable to prepare sandwiches as per the recipe.					
8.	Identifies Ingredients and selects as per the recipe.					
9.	Prepares or toasts sandwiches as per rec- ipe					
10.	Garnishes sandwiches as recommended in the recipe.					
11.	Presents and serves sandwiches as per the recipe.					

Note:

To be declared competent, the mentee must get:

1. 6 of the 11 (50%) items of evaluation correct and
2. Items 1, 2, 8, 9, 10 and 11 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>	

13. 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 pro- cesses etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Hazard Analysis of Critical Control Points (HACCP).					
2.	Standard Operating Proce- dure (SOP).					
3.	Occupational Safety and Health (OHS).					
4.	Work place procedures					
5.	Preserving beverages					
6.	Quality control					
7.	Portion control					
8.	Beverage knowledge					
9.	Nutrition and dietetics					

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 pro- cesses etc.
	SKILLS The mentee:					
10.	Organises and cleans work- ing area is as per the HACCP and SOPs.					
11.	Selects and assembles type and size of equipment suita- ble to preparing beverages.					
12.	Identifies and selects Ingredi- ents as per the recipe.					
13.	Weighs and measures ingre- dients according to recipe.					
14.	Prepares and observes the quality, taste, aroma, colour strength, temperature and ap- pearance for each drink as per the recipe.					
15.	Stores beverages as per the recipe.					
16.	Serve beverages appropri- ately					

Note:

To be declared competent, the mentee must get:

1. 8 of the 16 (50%) items of evaluation correct and
2. Items 8, 11, 12, 14 and 16 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>	

14. 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: