



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

MENTORING TOOL

FOR

FOOD TECHNOLOGY

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 the Food processing Industry.

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 Technology 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 technician.

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

PROF. KISILU KITAINGE
CEO/COUNCIL SECRETARY

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
Institution's Registration Code of Trainee (Mentee)	
TVET CDACC Registration Code of Trainee (Mentee)	
Trainee's/mentee's Institution Details	Name:
	Physical & postal address:
	Phone and email address:
Date of Commencement of Mentoring Period (dd/mm/yyyy)	
Date of Completion of Mentoring Period (dd/mm/yyyy)	
Organization	Name:
	Physical & postal address:
	Phone and email address:

INFORMATION FOR USERS

Role of a Mentor

A **mentor** is someone who provides support and advice that empowers the mentee to achieve knowledge, skills and attitudes (worker behaviors).

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

The role of the mentor includes:

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

Role of Mentee

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

The role of the mentee includes:

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

Role of Industrial Liaison Officer

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

- Sensitizing trainees on their responsibilities during industry training

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

How to use the mentoring tool.

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

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment in maintenance of food product quality, processing of food products, maintenance of food plant hygiene and new food product development. Time spent in each section/department should be documented using form in Appendix A.

Number of Assessments

Three assessments are to be conducted using the mentoring tool: one within the first month of the attachment where the mentor assesses the mentee to assess their initial level of competence; another assessment will be conducted within the second month of the attachment period to gauge the progress of the mentee and the third one will be conducted within the third month of the attachment. However, the assessment outcome is based on the third /final assessment.

Submission of Mentoring Reports

The trainee/mentee is required to submit each of the three mentoring reports (in hard or soft copy) to the Industrial Liaison Officer of the respective institution. The Industrial Liaison Officer is required to submit to TVET CDACC offices the three mentor's summary reports (Appendix B). The mentoring reports for each trainee/mentee are to be kept in the institution and made available to TVET CDACC on request.

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1. MAINTAIN FOOD PRODUCTS QUALITY

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

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	PRPs such as Sanitation, good manufacturing Prac- tices (GMP), pest and Ro- dent Control					
2.	Food safety standards such as HACCP					
3.	Record keeping					
4.	Quality operations re- sources					
5.	Tests, procedures and rea- gents					
6.	Types of tests					
7.	Online sampling proce- dures					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
8.	Good laboratory proce- dures (GLPs)					
9.	Regulatory and statutory requirements					
10.	Sampling techniques					
11.	Equipment specifications					
	SKILLS The mentee:					
12.	Keeps records					
13.	Identifies and uses quality operations resources					
14.	Conducts quality opera- tions					
15.	Identifies and reports qual- ity issues					
16.	Documents quality opera- tions					
17.	Identifies tests, reagents and procedures					
18.	Conducts online sampling					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with men- tor)	Evidence e.g., marked scripts (writ- ten and/oral), obser- vation checklist, products, photos and videos of products and processes etc.
19.	Demonstrates sampling techniques					
20.	Prepares samples for analysis					
21.	Prepares testing reagents					
22.	Calibrates and handles equipment					
23.	Conducts analysis and report the results					

Note:

To be declared competent, the mentee must get:

1. 12 of the 23 (50%) items of evaluation correct and
2. Items 1, 2, 20, 21 and 23 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

2. PROCESS FOOD PRODUCTS

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

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item. assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Specific Product Processing					
2.	Production planning					
3.	Standard Operating Procedures for food processing					
4.	Unit operations					
5.	Shutdown Procedures					
6.	Preparation for maintenance					
7.	Food processing equipment					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item. assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
8.	Production record keeping					
	SKILLS The mentee:					
9.	Prepare production workplace					
10.	Process specific food					
11.	Supervise personnel					
12.	Monitor food production					
13.	Use food processing equipment					
14.	Monitor production equipment					
15.	Practice GMPs					
16.	Supervise food packaging and dispatch					
17.	Demonstrate shut down procedures					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item. assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
18.	Carry out different cleaning techniques					
19.	Prepare food processing equipment for maintenance					
20.	Prepare production report					

Note:

To be declared competent, the mentee must get:

1. 10 of the 20 (50%) items of evaluation correct and
2. Items 1,2, 12, 14 and 16 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

3. MAINTAIN FOOD PLANT HYGIENE

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

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Sanitation and cleaning materials					
2.	Methods of cleaning and sanitation					
3.	Types of food plant soil					
4.	Cleaning techniques e.g. CIP and COP					

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.
5.	Preparation of cleaning reagents					
6.	Plant hygiene and sanitation					
7.	Food surfaces and environment					
8.	Waste management and Disposal					
9.	Monitoring and evaluation of cleaning & sanitation					
10.	Personal hygiene					
11.	Types of PPEs					
12.	Legal and statutory requirements for personnel hygiene					

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.	Document control					
	SKILLS The mentee:					
14.	Identify/ apply (where necessary) cleaning and sanitation materials					
15.	Identify and apply cleaning methods					
16.	Identify types of food plant soils					
17.	Prepare cleaning reagents					
18.	Perform hand-washing Procedures					
19.	Prepare cleaning and sanitation schedule					

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.
20.	Identify food plant areas to be cleaned					
21.	Carry out food plant cleaning and sanitation					
22.	Dispose food plant wastes					
23.	Perform monitoring techniques for cleaning and sanitation e.g. swabbing					
24.	Conduct personnel hygiene checks					
25.	Identify and use appropriate PPEs					
26.	Identify, update and maintain					

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.
	food hygiene documents					

Note:

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct and
2. Items 2, 4, 15, 19 and 23 are correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

4. DEVELOP NEW FOOD PRODUCTS

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

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Product development					
2.	Technology of specific products					
3.	Principles of food processing and preservation					
4.	Food chemistry					
5.	Production equipment					
6.	Characteristics of different foods					
7.	Tests, procedures and reagents					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
8.	Types of tests					
9.	Legal and statutory requirements					
10.	Industrial property rights and patent					
11.	Resource use, planning and commercialisation of new products					
12.	Market intelligence (demand and supply dynamics)					
	SKILLS The mentee:					
13.	Participates in product development					

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.	Identifies new product raw materials and ingredients					
15.	Assembles production equipment					
16.	Produces product prototype					
17.	Conducts different types of product analysis					
18.	Records results of product analysis					
19.	Participates in reformulation and improvement of new products					
20.	Conducts new product laboratory tests					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
21.	Participates in product packaging					
22.	Documents new product information, properties and process specifications					
23.	Develops quality monitoring framework					
24.	Identifies competing products in the market					
25.	Identifies emerging technology					
26.	Records and analyses consumer feedback					
27.	Monitors and implements product performance					

Note:

To be declared competent, the mentee must get:

1. 13 of the 27 (50%) items of evaluation correct and
2. Items 1, 13, 14, 15 and 17 correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

5. WORKER BEHAVIOUR

	ATTITUDE (WORKER BEHAVIOURS) The mentee is:	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.
1.	An effective communicator					
2.	A team player/Impartial					
3.	Tolerant					
4.	Trustworthy					
5.	Respectful					
6.	Emotionally intelligent					
7.	A Problem solver					
8.	Open minded/open to correction and positive criticism					
9.	Self-aware					
10.	Creative and innovative					
11.	Diligent/ thorough					
12.	Environmentally conscious					
13.	Time conscious					

14.	Presentable					
15.	Resilient and self-driven					
16.	Discipline and observing organisation code of conduct					
17.	Growth oriented					

Note:

To be declared competent, the mentee must get:75% of evaluation are correct.

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

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

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

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

NAME OF TRAINEE:

REGISTRATION NUMBER OF TRAINEE:

NAME OF TRAINEE'S INSTITUTION:

NAME OF MENTOR:

DESIGNATION:

MENTORING ORGANIZATION:

DATE :

SIGNATURE AND STAMP:

Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 50% of the items correct)</i> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	
Feedback from mentor (Supervisor):	

<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: