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INDUSTRIAL ATTACHMENT

MENTORING TOOL

ICT TECHNICIAN

LEVEL 6

TRAINEE'S NAME:

ADMISSION NUMBER:

COURSE:

LEVEL:

INSITUTION NAME:

ADRESS:

ATTACHMENT PERIOD FROM:TO:



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

MENTORING TOOL

FOR

ICT TECHNICIAN

LEVEL 6

FOREWORD

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

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 ICT Technician Level 6. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary knowledge, skills and attitudes (worker behaviours) to work as an ICT 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.

Pro. KISILU KITAINGE

CEO/COUNCIL SECRETARY

TRAINEE (MENTEE) DETAILS

Name of Trainee (Mentee)	
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)	
Employer/ Employer 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 behaviours).

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 performing computer networking, installing computer software, performing computer repairs and maintenance, managing database systems, developing computer

programs and managing operating systems. Time spent in each section/department/workstation/ should be documented using the form in Appendix A.

Number of Assessments

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

Submission of Mentoring Reports

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

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1. PERFORM COMPUTER NETWORKING

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)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Network Architecture					
2.	Network programming languages					
3.	Network Components and devices					
4.	Network types					
5.	Network security Measures					
6.	Network Monitoring procedures					
7.	Network testing techniques					
8.	Network configuration techniques					
9.	Network protocols					
10.	Network security techniques and procedures					
11.	Network testing procedures					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	SKILLS The mentee:					
12.	Conducts site survey to determine the user needs and establish network topology					
13.	Identifies network components according to the site survey					
14.	Develops network design according to the site survey					
15.	Identifies tools, materials and devices for network according to the network type					
16.	Performs network connection according National and international communication standards					
17.	Performs strength and connectivity tests of cables and equipment as per the network type					
18.	Installs and configures network software is according to user manuals.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
19.	Configures IP addressing scheme, subnet masking and routing protocol					
20.	Determines network segmentation is as per the Network design.					
21.	Allocates network privileges according to the network configuration.					
22.	Tests network components to determine the performance.					
23.	Tests the of connectivity medium between components as per the manual instructions.					
24.	Generates report of the network testing					
25.	Identifies network types as per the Network design					
26.	Tests network types					
27.	Identifies and implementations of network security policy is done as per the Organization ICT policy.					
28.	Identifies network security measures according to the threats defined.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
29.	Enforces network security measures in line with the Network security policy.					
30.	Identifies Monitoring tools					
31.	Determines network status as per the monitoring report.					
32.	Performs maintenance schedule					
33.	Conducts user training according to the instruction manual.					

Note:

To be declared competent, the mentee must get:

1. 17 of the 33 (50%) items of evaluation correct and
2. Items 13,16,18, 20 and 21 correct.

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

2. INSTALL COMPUTER SOFTWARE

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)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Operating systems					
2.	Types of operating systems					
3.	Software installation legal requirements					
4.	Types of software installation					
5.	Types of Software testing					
6.	Software installation techniques					
7.	Software Upgrading and Patching					
8.	Software Acquisition Methods					
9.	Software Maintenance Procedures					
	SKILLS The mentee:					
10.	Classify software according to the functionality, resource requirement and use.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
11.	Identifies criteria for selection of software based on user requirements and functionality					
12.	Establishes appropriate software acquisition methods as per the functionality.					
13.	Identifies software specifications and computer resource requirements					
14.	Determines source of software installation files					
15.	Identifies user vendor agreements according to the Installation manual.					
16.	Installs software as per the installation manual provided.					
17.	Configures software as per the installation manual provided.					
18.	Sets required software parameters as per the software manual.					
19.	Configures software as per the set parameters					
20.	Performs software test					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
21.	Generates test report					
22.	Takes corrective measures based on the test report					
23.	Determines user skill set as per the Instructions manual					
24.	Prepares user training manuals according to software functionality					
25.	Conducts user training is according to system functionality					
26.	Establishes software maintenance schedule					
27.	Applies software upgrades and modules patches					
28.	Performs software revisions to correspond with functionality changes.					

Note:

To be declared competent, the mentee must get:

1. 14 of the 28 (50%) items of evaluation correct and
2. Items 12, 13, 16, 18, 20, 24 and 27 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. CONTROL ICT SECURITY THREATS

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)	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.	Security risk management techniques and procedures					
2.	Types of security threats and their control measures					
3.	Security audit procedures					
4.	ICT security policy					
5.	Strategies for Mitigating risks					
6.	Categories of Security threats					
7.	Penetration testing skills					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	SKILLS The mentee:					
8.	Identifies security threats based on the vulnerability of the system.					
9.	Categorises security threats according to the risk impact					
10.	Selects appropriate Security measures as per the Security threats					
11.	Implements the ICT Security policy as per the Kenya security act 2018					
12.	Identifies and categories security control measures as per the laws governing security in ICT.					
13.	Evaluates Security control measures as per the ICT Security policy					
14.	Installs Security control measures as per the ICT security policy					
15.	Implements physical control measures according to the ICT security policy.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
16.	Implements Logical security control measures according to the ICT security policy.					
17.	Develops schedule system testing plan					
18.	Identifies vulnerable levels of the system					
19.	Does security ethical penetration as per the ICT security policy.					
20.	Generates report on system vulnerability					
21.	Takes Corrective action based on the System Vulnerability report					
22.	Evaluates performance of the security systems					
23.	Generates reports on security system					
24.	Updates or overhauls Security systems based on the security system report.					

Note:

To be declared competent, the mentee must get:

1. 12 of the 24 (50%) items of evaluation correct and

2. Items 8, 11, 12, 14, 17, 19, 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>	

4. PERFORM ICT SYSTEM SUPPORT

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)	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.	Troubleshooting techniques					
2.	ICT Infrastructure auditing procedures					
3.	ICT safety and precautions measures					
4.	ICT Prevention measures					
5.	Performance monitoring techniques					
6.	ICT policy					
7.	Causes of hardware and software failure					
8.	Components of ICT Infrastructure					
9.	User training procedures					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	SKILLS The mentee:					
10.	Performs audit on existing ICT Components and Infrastructure as per the manufacturer's manual					
11.	Performs ICT Components and Infrastructure documentation					
12.	Classifies ICT infrastructural components					
13.	Establishes specifications of ICT infrastructure based on manufacturer's manual					
14.	Identifies tools for ICT infrastructural support as per the audit report					
15.	Identifies safety and precautions measures as per the internal ICT policy					
16.	Maintains the ICT Infrastructure and components asset register to date					
17.	Performs troubleshooting of failed components					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
18.	Determines Possible causes of failure					
19.	Carries out repair or replacement of failed components					
20.	Tests the repaired or replaced component					
21.	Adopts component failure Prevention measures					
22.	Generates report					
23.	Identifies tools and equipment for diagnosing and fixing the problem					
24.	Establishes causes of problems to troubleshooting activities					
25.	Fixes problems identified as per the manufacturer guidelines.					
26.	Carries out performance analysis once the system is powered on					
27.	Does recommendation from performance analysis					
28.	Generates test performance report					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
29.	Identifies user training needs					
30.	Determines user skill based on the user training needs report					
31.	Conducts user training based on the user training needs report.					

Note:

To be declared competent, the mentee must get:

1. 16 of the 31 (50%) items of evaluation correct and
2. Items 10, 13, 15, 18, 24, 28, 30 and 31 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. PERFORM WEBSITE DESIGN

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)	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.	Web programming					
2.	Web programming languages					
3.	Web Authoring software suite					
4.	Web Authoring tools					
5.	Web Hosting procedures					
6.	Database Creation					
7.	Types of websites					
8.	Website testing techniques					
9.	Website security threats and measures					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
10.	Legal requirements and laws during website hosting					
	SKILLS The mentee:					
11.	Obtains and analyses Website requirements as per website type to be developed					
12.	Designs website based on the obtained requirements.					
13.	Designs website as per the data gathered					
14.	Identifies and considers appropriate website authoring software suite					
15.	installs and configures adopted web authoring software or desired scripting language					
16.	Develops of web pages as per user requirements					
17.	Adds interactivity to the website as per the user requirements.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
18.	Tests the website to check Interactivity of the website.					
19.	Linkage of website to the database is done based on the user requirements.					
20.	Determines Legal and regulatory requirements based on the existing ICT laws.					
21.	Assigns the domain name based on the existing laws.					
22.	Implements website security measures as per the existing ICT laws.					
23.	Determines legal and regulatory requirements based on the existing ICT laws.					
24.	Tests links of the website and does corrections					
25.	Tests website pages according to the user requirements					
26.	Verifies output data to ensure it conforms to the user requirements					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
27.	Upgrades website version to meet the current standards					
28.	Does continuous creation, update and archiving of content					
29.	Generates maintenance report as per the internal policy					

Note:

To be declared competent, the mentee must get:

1. 15 of the 29 (50%) items of evaluation correct and
2. Items 11, 14, 16, 17, 20, 21, 22, 26 and 29 correct.

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

6. PERFORM COMPUTER REPAIR AND MAINTENANCE

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)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Troubleshooting techniques					
2.	Procedures and techniques for reassembling and assembling					
3.	Component testing techniques					
4.	Computer systems and their components					
5.	The manufacturer's warranty requirements relating to commissioning activities for the computer and related components.					
6.	The legal requirements relating to commissioning activities for computer systems and components.					
7.	Procedures and techniques for upgrading					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	SKILLS The mentee:					
8.	Identifies of computer parts as per the manufacturer's manual					
9.	Assembles appropriate computer maintenance tools and does maintenance techniques as per the manufacturer's manual					
10.	Establishes theory of probable cause					
11.	Testes the theory to determine cause					
12.	Establishes Identification of the problem					
13.	Performs Appropriate solution to the problem					
14.	Assembles tools for disassembling as per the disassembling procedures					
15.	Disassembles faulty components according to the provided instruction manuals.					
16.	Identifies faulty parts to be repaired or replaced					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
17.	Acquires new parts as per the specifications of the components in the case of replacement and does repair on faulty components.					
18.	Reassembles the repaired or replaced components					
19.	Switches on the computer for POST test					
20.	Performs specific component test as per the manufacturer manual					
21.	Evaluates the test results					
22.	Generates system report					
23.	Develops a component test plan based on the component report					
24.	Runs diagnostic program according to the manufacturer's manual					
25.	Installs update if any according to the manufacturer manual					

Note:

To be declared competent, the mentee must get:

1. 13 of the 25 (50%) items of evaluation correct and
2. Items 9, 10, 12, 15, 19, 20, 22, 24 and 25 correct.

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

7. MANAGE DATABASE SYSTEMS

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)	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.	Database management system types					
2.	Database manipulation and creation					
3.	Types of database testing					
4.	Database testing techniques					
5.	Database structures and operations					
6.	Data Models, Attributes and relationships					
7.	Transactions and concurrency mechanisms					
8.	Database design and implementation methods					
9.	Database security features					
	SKILLS The mentee:					
10.	Establishes Database Requirements					
11.	Identifies database component					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
12.	Adopts a Suitable database system					
13.	Establishes database requirements based on user needs					
14.	Determines Appropriate database structures					
15.	Identifies transaction mechanisms as used in database management system					
16.	Performs Database operations					
17.	Applies Appropriate Data Attributes					
18.	Extracts data from database using SQL					
19.	Performs test data and validated the results					
20.	Establishes restrictions to the database					

Note:

To be declared competent, the mentee must get:

1. 10 of the 20 (50%) items of evaluation correct and
2. Items 11, 12, 13, 14, 15, 18 and 20 correct.

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

8. PERFORM MANAGEMENT INFORMATION SYSTEM

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)	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.	MIS components					
2.	Types of information systems					
3.	Roles of an Information system					
4.	Classification of information systems					
5.	Information system requirements					
6.	Functional areas of management information systems					
7.	Information system resources					
8.	Information system acquisition methods					
	SKILLS The mentee:					
9.	Identifies Components of an IS					
10.	Identifies Types of Information Systems					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
11.	Identifies the Components of an IS based on the type of Information System					
12.	Identifies qualities of an Information System					
13.	Identifies Strategic levels of an Organization					
14.	Identifies Functional areas of an MIS					
15.	Classifies IS Resources					
16.	Identifies IS planning techniques					
17.	Identifies IS Acquisition methods					
18.	Identifies Ethical issues in IS					

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, 17 and 18 correct.

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

9. PERFORM GRAPHIC DESIGN

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)	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.	Graphic design Concepts					
2.	Graphic Design Equipment					
3.	Graphic Design Tools					
4.	Typographic Techniques					
5.	Types of File images					
6.	Printing types and formats					
7.	Printing chemicals, paper size and Weight.					
	SKILLS The mentee:					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
8.	Identifies Graphic design equipment according to the design to be drawn					
9.	Identifies the types of Graphic design elements					
10.	Identifies Graphic Design Principles as per the design					
11.	Identifies image file types					
12.	Identifies types of printing based on the design					
13.	Identifies Measurements, standards and guidelines of typography.					
14.	Identifies software and tools for Graphic Design and photography.					
15.	Creates and manipulates images using the appropriate software.					
16.	Uses of Typographic tools to create dynamic layout					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
17.	Identifies tools and Equipment for printing and did the actual printing of the design.					

Note:

To be declared competent, the mentee must get:

1. 9 of the 17 (50%) items of evaluation correct and
2. Items 11, 12, 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>	

10. DEVELOP COMPUTER PROGRAM

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)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation check-list, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Programming concepts					
2.	Software development methodologies					
3.	System Design and Analysis tools					
4.	System testing debugging methods					
5.	Fundamentals of C, Java and PHP					
6.	Program development techniques					
7.	Data types and operators					
	SKILLS The mentee:					
8.	Identifies types of programming languages and concepts					
9.	Identifies Approaches of program development					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
10	Identifies Phases of program development					
11	Identifies types of programming languages					
12	Identifies programming concepts					
13	Identifies algorithm writing tools					
14	Identifies system development methodologies					
15	Identifies Program design and Analysis tools					
16	Identifies Format of a computer program					
17	Adopts Well written and readable programs using disciplined coding styles and standards					
18	Develops Maintenance schedule					
19	Determines Maintenance tools and techniques					

Note:

To be declared competent, the mentee must get:

1. 10 of the 19 (50%) items of evaluation correct and
2. Items 10, 11, 12, 13, 14 and 15 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>	

11. DEVELOP MOBILE APPLICATION

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)	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.	Fundamentals of Mobile Application Concepts					
2.	Mobile Application Development Cycle					
3.	Platforms for Mobile Application Development					
4.	Types of Mobile Applications					
5.	Types of Mobile Application Development Software					
6.	Categories of Mobile Application Development Approaches					
7.	Technology Trends in the Mobile Market					
8.	Techniques of Distribution and Monetizing of Mobile Applications.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	SKILLS The mentee:					
9.	Identifies Mobile application development platforms					
10.	Identifies Mobile application development approaches					
11.	Identifies Mobile application navigation patterns					
12.	Configures the AndroidManifest.XML file					
13.	Defines Resources in XML					
14.	Identifies Framework components					
15.	Identifies Mobile application development frameworks and tools					
16.	Installs and Configure Appropriate mobile development software					
17.	Builds the project prototype into a debuggable APK that can be installed to an emulator or Android powered device.					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
18.	Adopts Well written and readable programs using disciplined coding styles and standards					
19.	Tests and Debugs the Application					
20.	Publishes the Application					

Note:

To be declared competent, the mentee must get:

1. 10 of the 20 (50%) items of evaluation correct and
2. Items 10, 11, 12, 13 and 14 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>	

12. PERFORM SYSTEM ANALYSIS AND DESIGN

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)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	System design and system Analysis concepts					
2.	System development Approaches					
3.	System development methodologies					
4.	System development life cycle models					
5.	SDLC phases are identified.					
6.	Project planning concepts					
7.	Tools and techniques of system analysis					
8.	Activities performed during System analysis					
9.	Components and concepts of system design					
10.	Data Modelling techniques					
11.	System implementation procedures					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
12	Types of the system testing					
13	Deployment procedures of the system					
	SKILLS The mentee:					
14	Differentiates between system analysis and design					
15	Identifies activities and phases involved in SDLC					
16	Identifies Attributes of structured analysis					
17	Identifies tools, techniques and activities of system analysis					
18	Identifies components, stages and types of system design					
19	Identifies Stages of system design					
20	Identifies Types of the system testing					
21	Identifies data modelling techniques					
22	Identifies different types of advanced system design modelling					

S/N.	Items for evaluation (knowledge, skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
23	Identifies system implementation procedures					
24	Identifies current trends in system development					

Note:

To be declared competent, the mentee must get:

1. 12 of the 24 (50%) items of evaluation correct and
2. Items 15, 16, 18, 19 and 20 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>	

13. WORKER BEHAVIOUR

Mentor and mentee: Please fill information for this sections in the respective columns. Initials should be used as given in the header below. The mentee is supposed to demonstrate the following worker behaviour.

S/N.	Items for evaluation (attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	The mentee is:		Self-assessment	Mentor review		
1.	An effective communicator					
2.	A team player					
3.	Tolerant					
4.	Trustworthy					
5.	Respectful					
6.	Emotionally intelligent					
7.	A Problem solver					
8.	Open minded					
9.	Self-aware					
10.	Creative and innovative					
11.	Diligent/ thorough					
12.	Environmentally conscious					
13.	Time conscious					
14.	Presentable					
15.	Resilient and self-driven					
16.	Aligned to values of the organization					

NOTE: Note: (instructions for evaluation)

To be declared competent, the mentee must get

1. 75% items of evaluation correct

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

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

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

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

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

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

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

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

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

NAME OF INSTITUTION:

NAME OF ILO OFFICER:

DATE :

REMARKS

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SIGNATURE AND STAMP: