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INDUSTRIAL ATTACHMENT

MENTORING TOOL

SOCIAL WORK AND COMMUNITY DEVELOPMENT

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

SOCIAL WORK AND COMMUNITY DEVELOPMENT

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 Social work and community development level 5.

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 Social work and community development 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 skills, knowledge and attitudes (worker behaviors) to work as a Social worker.

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 includes;

- 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 in Conducting Social research, social policy implementation, community awareness activities, Advocacy and Lobbying, Conflict resolution and Management. Community Based

Groups, performing homebased care, carrying out child welfare activities, managing community-based programmes, Conducting community crises and disaster sensitization programmes. 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. CONDUCT SOCIAL RESEARCH WORKS

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.	Research problem					
2.	Research plan					
3.	Research tools					
4.	Designing of research tools					
5.	Testing & validation of research tools					
6.	Data collection					
7.	Administration of research tool					
8.	Data analysis in Social Research Works					

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.
9.	Social Research report					
	SKILLS The mentee:					
10.	Conducts literature review analysis					
11.	Identifies Research problem					
12.	Establishes Scope of study of social research work					
13.	Prepares budget of social research work					
14.	Establishes Samples size					
15.	Formulates research tools					
16.	Tests and validates research tools					
17.	Administers research tool					
18.	Prepares report based on the findings					

Note:

To be declared competent, the mentee must get:

1. 15 of the 29 (50%) items of evaluation correct

2.Item 1,5,9 correct

Evaluation	Remarks
Please tick as appropriate 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. PERFORM PSYCHOSOCIAL 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/or oral), observation checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Psycho social support intake session					
2.	Psycho social support problem exploration					
3.	Psychosocial support problem analysis					
4.	Carry out referral					
5.	Documentation of counselling records					
6.	Storage of documentation					
	SKILLS The mentee:					
7.	Establishes psychosocial support intake session					

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/or oral), observation checklist, products, photos and videos of products and processes etc.
8.	Analyses psycho social problem exploration					
9.	Prepares psychosocial support contract					
10.	Explores Clients experiences					
11.	Carry out referral					
12.	Identifies challenges facing the client					
13.	Prepares referral notes					
14.	Establishes Client consent					
15.	Maintains Client confidentiality of counseling records					
16.	Prepares documentation tools					
17.	Ensure safety in documentation					

Note:

To be declared competent, the mentee must get:

1. 17 of the 33 (50%) items of evaluation correct

2. Item 9, 10, 11, 12 correct

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

1. CONDUCT SOCIAL POLICY IMPLEMENTATION

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

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any 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.	Social Policy Problems					
2.	Community mapping					
3.	Target group					
4.	Mobilization plan					
5.	Social Policy Sensitization					
6.	social policy issues					
7.	Report writing					
8.	Documentation procedures					
9.	Setting of health priorities					

S/N.	Items for evaluation (knowledge, skills and attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any 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:					
10.	Identifies and administers assessment tools					
11.	Carries out Community mapping					
12.	Identifies target group					
13.	Identifies & implements mobilization plan					
14.	Formulates Community sensitization objectives					
15.	Identifies Resources for community sensitization plan					
16.	Identifies stakeholders per organization policy					
17.	Identifies documentation plan					
18.	Implements documentation tools					
19.	Carries out documentation analysis					

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

1. 9 of the 19 items (50%) items of evaluation correct
2. Items 12, 13, 14,15 correct

Evaluation	Remarks
Please tick as appropriate 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. MANAGE PROJECT RESOURCES

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.	Project resources					
2.	Community needs					
3.	Assessment tools					
4.	Community resources					
5.	Resource mapping					
6.	Work plan					
7.	Reporting mechanism					
8.	Project resource gaps					
9.	Community resource management.					
	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.
	The mentee:					
10.	Identifies Project resources					
11.	Identifies Community needs					
12.	Develops assessment tools					
13.	Formulates Community needs and resource register					
14.	Sets up community resources committee					
15.	Implements a work plan					
16.	Establishes reporting mechanism					
17.	Matches available resources to community needs					

Note:

To be declared competent, the mentee must get

1. 8 of the 17 (50%) items of evaluation correct

2. Items 10,11,13 correct

Evaluation	Remarks
Please tick as appropriate 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. CARRY OUT COMMUNITY AWARENESS ACTIVITIES

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 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.	Community awareness plan					
2.	Resources required					
3.	Community awareness activities					
4.	Communication mechanism					
5.	Documentation of community awareness activities					
	SKILLS The mentee:					
6.	Formulates community awareness plan					

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 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.	Conducts community awareness planning meetings					
8.	Identifies resources required					
9.	Develops community awareness resources					
10.	Identifies channels of communication for the planned activities					
11.	Identifies documentation of community awareness process					

To be declared competent, the mentee must get:

1. 16 of the 32 (50%) items of evaluation correct

2. Items 10, 11, and 22 correct

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="492 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

6. CARRY OUT ADVOCACY AND LOBBYING ACTIVITIES

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 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.	Community Social Economic Issues					
2.	Local leadership					
3.	Beneficiaries					
4.	Report Writing					
5.	Target groups					
6.	Assessment tools					
7.	lobbying and advocacy activities					
8.	Advocacy Objectives					
9.	Work plan					

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 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.	Budget plan					
11.	Documentation procedures					
12.	Documentation plan					
	SKILLS The mentee:					
13.	Identifies Project Boundaries					
14.	Informs local leadership					
15.	Identifies advocacy objectives					
16.	Prepares work plan of the activities					
17.	Prepares budget of the work plan					
18.	Identifies documentation procedures					
19.	Identifies documentation tools					
20.	Carries out documentation analysis					

To be declared competent, the mentee must get:

1. 19 of the 37 (50%) items of evaluation correct
2. Items 13,20,21 and 24 correct.

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="492 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

7. UNDERTAKE CONFLICT RESOLUTION AND MANAGEMENT

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.	Community Conflict Issues					
2.	Introductory meetings					
3.	Target population					
4.	Conflict causes					
5.	Conflict resolution measures					
6.	Conflict resolution process					
7.	Conflict resolution program					
8.	Implementation plan					
9.	Monitoring tools					
10.	Documentation plan					

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.	Peace building programs					
12.	Community peace programmes					
13.	Peace building meetings					
14.	Conflict resolution programs					
	SKILLS The mentee:					
15.	Plans and conducts introductory meetings					
16.	Develops selection criteria for identifying target population					
17.	Mobilizes target group					
18.	Develops assessment tools for both primary and secondary data sources					
19.	Implements assessment tools					
20.	Analyses findings					
21.	Documents the findings					
22.	Mobilizes relevant stakeholders					

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.	Formulates Conflict resolution program					
24.	Implements conflict resolution plan					
25.	Identifies monitoring tools for conflict resolution process					
26.	Implements monitoring tools for conflict resolution process					

Note:

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct
2. Items 16,18, 19 correct.

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="492 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

8. PERFORM HOME BASED CARE AND CHILD WELFARE 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 check-list, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Community Needs					
2.	Needs assessment tools					
3.	Community leadership structures					
4.	Data analysis					
5.	Assessment report					
6.	Stakeholders' analysis					
7.	Local and external stakeholders mapping					
8.	Mobilization of resources					
9.	Individual needs					
10.	Community partners					

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.	Health priorities					
12.	Monitoring home based care					
13.	Indicators of individuals care plan					
14.	Documentation of home based care					
	SKILLS The mentee:					
15.	Identifies Community leadership structures					
16.	Conducts introductory meetings with the community					
17.	Identifies needs assessment tools for home based care					
18.	Develops Assessment tools in collaboration with the ministry of health					
19.	Analysing data collected					
20.	Maps and analyses both local and external stakeholders					

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.
21.	Develops Individual care plans in collaboration with Ministry of health					
22.	Demonstrates ability to develop indicators aligned to the individual care plan					
23.	Prepares documentation plan for home-based care and support activities					
24.	Prepares a report					

Note:

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct
2. Items 17, 19, 20 correct.

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="492 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

9. CARRY OUT CHILD WELFARE PROGRAMMES

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.	Child welfare problem					
2.	Assessment tools					
3.	Determination of the problem					
4.	Prevention services					
5.	Child welfare Report					
6.	Child protection awareness					
7.	Mapping of existing child protection networks					
8.	Development of directory					

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.
9.	Reporting and Referrals					
10.	Child protection policy					
11.	Child abuse protection programme					
12.	Child abuse response program					
13.	Resource mobilization strategies					
14.	Report mechanism					
15.	Monitoring and Evaluation					
16.	Documentation of child abuse cases					
	SKILLS The mentee:					
17.	Develops tools for analysing child abuse					
18.	Analyses findings on child abuse cases					
19.	Identifies and assesses the number of children affected					

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.
20.	Determines Impact of the problem after assessment					
21.	Establishes prevention services and response					
22.	Maps existing child protection networks					
23.	Develops directory for child protection networks					
24.	Establishes referrals from the directory					
25.	Manages and coordinates child protection networks					
26.	Identifies child protection policy					
27.	Establishes resource mobilization strategies					
28.	Sets up monitoring and evaluation framework					

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 documentation procedures for child abuse cases					
30.	Develops documentation plan for child abuse cases					

Note:

To be declared competent, the mentee must get:

1. 15 of the 30 (50%) items of evaluation correct
2. Items 17, 18, 19 correct.

Evaluation	Remarks
Please tick as appropriate 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. MANAGE COMMUNITY-BASED GROUPS

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.	Target group					
2.	Project area					
3.	Mobilization plan					
4.	Conflict assessment tools					
5.	Gender assessment					
6.	Recruitment of new members					
7.	Group meetings					
8.	Group guidelines					
9.	Group leadership					

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.	Group objectives					
11.	Problem analysis					
12.	Group activity plan					
13.	Monitoring tools					
14.	Documentation of group activities					
	SKILLS The mentee:					
15.	Familiarizes with target group					
16.	Establishes contact with social development officer					
17.	Administers assessment tools for target group activities					
18.	Develops assessment report					
19.	Disseminates assessment report findings					
20.	Participates in gender assessment process					

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.
21.	Assesses and establishes key contact person					
22.	Sensitizes target group on identified problems					
23.	Plans and participates in group meeting					
24.	Executes activity plan					
25.	Guides group members in identifying and filling leadership positions					
26.	Guide group members in defining roles of each position					
27.	Conducts problem analysis					
28.	Develops objectives of the identified problem					
29.	Develops activities of the identified problem					
30.	Identifies resources required for each activity					

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.
31.	Sets up implementation task force					
32.	Implements activity plan					
33.	Identifies documentation procedures					
34.	Documentations plan implemented					
35.	Stores documents					

Note:

To be declared competent, the mentee must get:

1. 9 of the 18 (50%) items of evaluation correct and
2. Items 17,28.29,30 correct.

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="495 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="495 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

11. CONDUCT COMMUNITY CRISIS AND DISASTER SENSITIZATION PROGRAMS

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.	Prevalent community crisis and disasters					
2.	Existing disasters					
3.	Crisis and disaster partnership					
4.	Planning and review meetings					
5.	Community disaster prevention and response plan					
6.	Audit process					

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.
7.	Disaster prevention and response plan					
8.	Monitoring					
9.	Disaster risk reduction measures					
10.	Disaster response measures					
11.	Documentation procedures					
	SKILLS The mentee:					
12.	Profiles existing disasters					
13.	Categorises existing disasters					
14.	Identifies crisis and disaster partnership					
15.	Establishes collaborative crisis and strengthen disaster partnership					
16.	Plans and reviews meetings					
17.	Carries out an audit on the community disaster prevention and response					

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.	Sets up disaster prevention and response plan					
19.	Identifies potential resource providers and mobilize resources to implement the disaster response plan					
20.	Identifies documentation procedures					
21.	Documents disaster management					
22.	Stores documents					

Note:

To be declared competent, the mentee must get:

1. 18 of the 35 (50%) items of evaluation correct
2. Items 8, 10, 14 correct

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="495 368 553 400" type="checkbox"/> Not Yet Competent <input data-bbox="495 424 553 456" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

12. 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/ 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: