



NGONG TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 1170-00208, NGONG HILLS
TEL: +254781012977
Email: ngongtvc@gmail.com OR info@ngongtvc.ac.ke
Website: ngongtvc.ac.ke



INDUSTRIAL ATTACHMENT

MENTORING TOOL

SOCIAL WORK AND COMMUNITY DEVELOPMENT

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

SOCIAL WORK AND COMMUNITY DEVELOPMENT

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 Social work and community development level 6.

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 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 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 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 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 Managing community resources, conduct community empowerment, conduct community projects, Carry out lobbying and advocacy, Carry out crises and disaster

management, Conduct rehabilitation programmes and conduct case management. 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.

TABLE OF CONTENTS

FOREWORD	2
TRAINEE (MENTEE) DETAILS	3
INFORMATION FOR USERS	4
1. MANAGE COMMUNITY RESOURCES	8
2. CONDUCT COMMUNITY EMPOWERMENT	12
3. COORDINATE COMMUNITY PROJECT	17
4. CONDUCT COMMUNITY AWARENESS TRAINING AND SENSITIZATION	21
5. CARRY OUT ADVOCACY AND LOBBYING ACTIVITIES	24
6. CARRY OUT CRISIS AND DISASTER MANAGEMENT	27
7. COORDINATE CONFLICT RESOLUTION AND MANAGEMENT	30
8. PERFORM HOME BASED CARE AND SUPPORT	34
9. COORDINATE REHABILITATION PROGRAMMES	38
10. CONDUCT CASE MANAGEMENT	45
11. MANAGE COMMUNITY-BASED GROUPS	49
12. WORKER BEHAVIOUR	53
APPENDIX A: SUMMARY OF TOTAL PERIOD OF MENTORSHIP (TO BE FILLED BY MENTEE)	55
APPENDIX B: MENTOR SUMMARY REPORT (TO BE FILLED BY OVERALL SUPERVISOR)	56
APPENDIX C: ADDITIONAL SKILLS ACQUIRED DURING THE MENTORING PERIOD (TO BE FILLED BY MENTEE)	58
APPENDIX D: INDUSTRIAL LIAISON OFFICER FORM (TO BE FILLED BY ILO)	59

1. MANAGE COMMUNITY 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 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.	Assessment tools					
2.	Data collection methods					
3.	Resource gaps					
4.	Capacity building					
5.	Work plan					
6.	Reporting mechanism					
7.	Evaluation schedule					
8.	Evaluation tools and methodology					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
9.	Evaluation report					
10.	Action plan/implementation					
11.	Identification plan					
12.	Documentation on best practices					
13.	Sharing of the best practices					
	SKILLS The mentee:					
14.	Develops an assessment tool					
15.	Identifies data collection methods					
16.	Identifies resource gaps					
17.	Initiates capacity building according to SOPs					
18.	Develops and implements a work plan as per organisational policy					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/or oral), observation checklist, products, photos and videos of products and processes etc.
19.	Establishes reporting mechanism to the community					
20.	Establishes evaluation schedule					
21.	Develops evaluation tools and methodology					
22.	Prepares evaluation report					
23.	Develops and implements an action plan					
24.	Develops identification plan					
25.	Identifies and documents best practices					

Note:

To be declared competent, the mentee must get:

1. 13 of 25 items (50%) items of evaluation correct

2. Items 14,17,18 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>	

2. CONDUCT COMMUNITY EMPOWERMENT

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.	Community leadership structures					
2.	Needs assessment plan					
3.	Assessment tools					
4.	Selection criterion					
5.	Selection of participants					
6.	Confirmation of the target group					
7.	Empowerment plan					
8.	Stakeholder identification					
9.	Stakeholder meetings					
10.	Time frame					

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.	Strategies and interventions					
12.	Inputs and outputs of the plan					
13.	Gather results					
14.	Indicators					
15.	Community Planning					
16.	Empowerment plan sharing					
17.	Role allocation					
18.	Available resources					
19.	Resource gaps					
20.	Impact assessment					
	SKILLS The mentee:					
21.	Establishes Community leadership structures					
22.	Develops needs assessment plan and tools					

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.	Develops an assessment tool in consultation with the community as per the organisation policy					
24.	Selects participant as per the selection criteria.					
25.	Identifies relevant participants					
26.	Formulates the target group					
27.	Develops Strategies and interventions as per the empowerment plan					
28.	Identification of Stakeholder					
29.	Carries out Stakeholder meetings					
30.	Assesses Time frame					
31.	Formulates strategies and interventions					
32.	Assesses available resources					
33.	Identifies resource gaps					
34.	Identifies inputs and outputs of the 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.
35.	Formulate the indicators from the overall result					
36.	Conduct Community Planning					
37.	Gives roles to different members					
38.	Disseminate available resources					
39.	Executes Community empowerment plan					
40.	Monitors empowerment programs					
41.	Prepares Community empowerment report					
42.	Conducts impact assessment					
43.	Documents the impacts					
44.	Identifies resource gaps					
45.	Asses impact as per organisation policy					

Note:

To be declared competent, the mentee must get:

1. 23 out 46 (50%) items of evaluation correct

2. Item 36,39,44,45 correct

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 635 553 667" type="checkbox"/> Not Yet Competent <input data-bbox="492 691 553 722" type="checkbox"/> <i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>	

3. COORDINATE COMMUNITY PROJECT

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.	Gender assessment tools					
2.	Community assessment					
3.	Project committee					
4.	Community mapping					
5.	Need assessment					
6.	Capacity assesment					
7.	Capacity Building					
8.	Root cause analysis					
9.	Project budget					
10.	Needs Assessment					

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.	Project risks					
12.	Mitigation measures					
13.	Baseline assessment					
14.	Work plan execution					
15.	Reporting framework					
16.	Project plan review					
17.	Financial monitoring					
18.	Selection and documentation of human changes					
19.	Evaluation tool development					
	SKILLS The mentee:					
20.	Develops gender assessment tools					
21.	Carries out community assessment					
22.	Manages Project committee					
23.	Conducts community mapping					

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.
24.	Conducts needs assessment					
25.	Carries out project prioritization					
26.	Formulates theory of Change					
27.	Categorises risks for the needs assessment					
28.	Formulates community start up action					
29.	Develops Monitoring tools					
30.	Reviews project plan as per organisation policy					
31.	Prepares Community empowerment report					

Note:

To be declared competent, the mentee must get

1.16 of the 31 (50%) items of evaluation correct

2. Item 42,46,48 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>	

4. CONDUCT COMMUNITY AWARENESS TRAINING AND SENSITIZATION

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.	Community awareness needs					
2.	Assessment tool					
3.	Community awareness Plan					
4.	Sensitization Partnerships and Linkages					
5.	Community collaborating networks					
6.	Community awareness activities					
7.	Evaluation of Community awareness Programmes					

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.	Documentation procedures					
	SKILLS The mentee:					
9.	Prepares an assessment tool for knowledge, attitude and practices					
10.	Conducts an assessment					
11.	Prepares evaluation report					
12.	Prepares documentation plan					

Note:

To be declared competent, the mentee must get

1.6 of 12 (50%) items of evaluation correct

2.Item 9,11,12 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>	

5. 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 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.	Project boundaries					
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					
10.	Budget 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.	Documentation procedures					
12.	Documentation plan					
	SKILLS The mentee:					
13.	Identifies project boundaries					
14.	Identifies local leadership					
15.	Identifies beneficiaries adhering to gender mainstreaming, human rights-based programming and disability mainstreaming					
16.	Develops assessment tools					
17.	Identifies and trains assessment team					
18.	Analyses findings					
19.	Identifies advocacy objectives					
20.	Prepares work plan for the activities					
21.	Prepares budget for the work plan					
22.	Carries out documentation analysis					

Note:

To be declared competent the mentee must get

1. 11 of 22 items 50% items is correct

2.Item 14,17,18 correct

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 646 553 678" type="checkbox"/> Not Yet Competent <input data-bbox="492 699 553 730" 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 CRISIS AND DISASTER 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 checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Crisis/disaster nature					
2.	Crisis and disaster partnership					
3.	Early warning signs					
4.	Disaster prevalence					
5.	Collaboration in crises and disaster management					
6.	Capacity building plan/Implementation					
7.	Response resources					
8.	Crisis/disaster intervention measures					
9.	Disaster prevention and response implementation 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/or oral), observation checklist, products, photos and videos of products and processes etc.
10.	Disaster/crisis management					
11.	Documentation plan					
	SKILLS The mentee:					
12.	Profiles existing disasters					
13.	Initiates crisis and disaster partnerships					
14.	Establishes collaborative crisis and disaster partnership with partners					
15.	Identifies capacity gaps					
16.	Develops Capacity building plan					
17.	Identifies available resources					
18.	Implements disaster risk reduction measures					
19.	Evaluates the disaster prevention and response implementation plan					
20.	Prepare evaluation 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/or oral), observation checklist, products, photos and videos of products and processes etc.
21.	Documents disaster/crisis management					

Note:

To be declared competent, the mentee must get

1.11 out of 21 (50%) items of evaluation correct

2.Item 13,16,18 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>	

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

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.	Implements conflict resolution plan					
24.	Identifies monitoring tools for conflict resolution process					
25.	Implements monitoring tools for conflict resolution process					

Note:

To be declared competent the mentee must get:

1.13 of 25,50% items of evaluation correct

2.Item 14,16,20 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>	

8. PERFORM HOME BASED CARE AND 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 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 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.	Community Needs					
2.	Needs assessment tools					
3.	Community leadership structures					
4.	Beneficiaries' targets					
5.	Data analysis					
6.	Assessment report					
7.	Stakeholders' analysis					
8.	Local and external stakeholders mapping					
9.	Mobilization of resources					
10.	Individual needs					

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 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.	Community partners					
12.	Health priorities					
13.	Individual care plan					
14.	Monitoring home based care					
15.	Indicators of individuals care plan					
16.	Documentation of home based care					
	SKILLS The mentee:					
17.	Maps relevant partners					
18.	Identifies needs assessment tools for home-based care					
19.	Administers assessment tools for home-based care activities					
20.	Conducts data analysis					
21.	Maps and analyses both local and external stakeholders					
22.	Prepares Stakeholders directory					

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 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.	Mobilizes resources in collaboration with the stakeholders					
24.	Identifies and engages community partners in regards to identification of individual needs					
25.	Develops individual care plans in collaboration with Ministry of health					
26.	Develops indicators aligned to the individual care plan					
27.	Analyses indicators based on the care plan					
28.	Prepares a report					

Note:

To be declared competent, the mentee must get

1. 14 out of 28 (50%) items of evaluation correct

2. Item 18,21,23 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>	

9. COORDINATE REHABILITATION 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.	Problem identification					
2.	Data collection					
3.	Family and society linkages/referrals					
4.	Stakeholders mapping					
5.	methodology					
6.	Clients' needs					
7.	Assessment plan					
8.	Client rehabilitation					
9.	Referrals and linkages					

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.	Home environment/community treatment plan					
11.	Monitoring plan					
12.	Evaluation plan					
13.	Follow up plan					
14.	Home based care					
15.	Indicators of individuals care plan					
16.	Documentation of home based care					
	SKILLS The mentee:					
17.	Establishes social economic maladjustment causes, types and social economic impacts					
18.	Identifies Sample group					
19.	Administers data collection tools					
20.	Prepares 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.
21.	Maps stakeholders					
22.	Prepares Stakeholders directory					
23.	Formulates assessment tools for various categories of maladjustment issues (offenders, alcoholism)					
24.	Analyses needs after the assessment					
25.	Carries out client rehabilitation					
26.	Conducts referrals and linkages of the client					
27.	Conducts Social inquiry/investigation					

Note:

To be declared competent, the mentee must get:

1.14 out of 27 items (50%) items of evaluation correct

2.Item11,15 and 20 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>	

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.	Problem determination					
4.	Prevention services					
5.	Report					
6.	Child protection awareness					
7.	Child protection networks					
8.	Directory development					
9.	Reporting and Referrals					
10.	Child protection policy					
11.	Child abuse protection programme					

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.	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 the findings on child abuse cases					
19.	Identifies and assesses the number of children affected					
20.	Determines impact of the problem after assessment					
21.	Establishes Prevention services and response					
22.	Maps existing child protection networks					

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.	Creates directory for child protection networks					
24.	Establishes referrals from the directory					
25.	Manages and coordinates child protection networks					
26.	Identifies child protection policy					
27.	Develops child abuse protection programme					
28.	Identifies and sets up reporting mechanism					
29.	Establishes resource mobilization strategies					
30.	Sets up Monitoring and Evaluation framework					
31.	Identifies documentation procedures for child abuse cases					
32.	Develops documentation plan for child abuse cases					
33.	Prepares a report					

Note:

To be declared competent, the mentee:

1. Must get 17 out of 33 (50%) items of evaluation correct

2. Answer 12,14 and 21 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. CONDUCT CASE 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 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.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Case management categories					
2.	Casework					
3.	Public awareness					
4.	Client confidentiality					
5.	Intake session					
6.	Intake report					
7.	Clients Problems/Needs					
8.	Case Management Plan					
9.	Case Management Resources					
10.	Case Management follow up and monitoring					
11.	Case management evaluation					
12.	Case management report					
13.	Termination session					

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:					
14.	Initiates case management categories					
15.	Formulates casework for each category					
16.	Develops public awareness					
17.	Creates client confidentiality					
18.	Identifies clients Problems/Needs					
19.	Develops assessment tools					
20.	Develops Case Management Plan					
21.	Identifies Client's needs					
22.	Formulates intervention measures					
23.	Executes case management Plan					
24.	Conducts Case management follow up and monitoring					
25.	Evaluates case management outcomes					
26.	Prepares case management report					

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.
27.	Formulates and implements exit strategy					
28.	Conducts termination session					

Note:

To be declared competent, the mentee must get

1.14 out of 28 (50%) items of evaluation correct

2. Item 3,8,21 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>	

11. 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 checklist, products, photos and videos of products and processes etc.
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Social development					
2.	Target group					
3.	Project area					
4.	Mobilization plan					
5.	Conflict assessment tools					
6.	Gender assessment					
7.	Recruitment of new members					
8.	Group meetings					
9.	Group guidelines					
10.	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.
11.	Group objectives					
12.	Problem analysis					
13.	Group activity plan					
14.	Monitoring tools					
15.	Documentation of group activities					
	SKILLS The mentee:					
16.	Identifies target group					
17.	Establishes Contact with social development officer					
18.	Administers assessment tools for target group activities					
19.	Develops assessment report					
20.	Disseminates assessment report findings					
21.	Participates in gender assessment process					
22.	Establishes Key contact person					

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.	Sensitizes target group on identified problems					
24.	Plans and participates in group meeting					
25.	Executes activity plan					
26.	Guides group members in identifying and filling leadership positions					
27.	Guides group members in defining roles of each position					
28.	Conducts problem analysis					
29.	Develops objectives for identified problem					
30.	Develops activities in line with identified problem					
31.	Identifies resources required for each activity					
32.	Sets up implementation task force					
33.	Implements activity plan					
34.	Implements documentation plan					

Note

To be declared competent, the mentee must get

1.17 out of 34 (50%) items of evaluation correct

2.Item 16,20 and 24 correct

Evaluation	Remarks
Please tick as appropriate Competent <input data-bbox="492 646 553 678" type="checkbox"/> Not Yet Competent <input data-bbox="492 699 553 730" 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: (instructions for evaluation)

To be declared competent, the mentee must get 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: