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INDUSTRIAL ATTACHMENT

MENTORING TOOL

SUPPLY CHAIN MANAGEMENT

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

SUPPLY CHAIN MANAGEMENT

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 supply chain management.

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 supply chain manager 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 behaviors) to work as a supply chain manager.

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)	
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 behaviors).

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

The role of the mentor includes:

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

Role of Mentee

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

The role of the mentee includes:

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

Role of Industrial Liaison Officer

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

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

How to use the mentoring tool

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

Mentoring Period

The attachment period should be at least three months. Mentee should spend at least two thirds of the attachment period in procure organizations' goods and services, oversee warehousing of procured goods , oversee distribution of stored goods ,manage supply chain operations, manage

procurement contracts and dispose organizational assets for acquisition in competencies in supply chain management. Time spent in each section/department should be documented using form in Appendix A.

Number of Assessments

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

Submission of Mentoring Reports

The 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. PROCURE ORGANIZATIONS' GOODS AND SERVICES

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assess- ment	Mentor review	
1.	Development of procurement plan as per workplace format or as per public procurement regulation 2020				
2.	Supplier's evaluation as per established criteria in organization OR public procurement regulation 2020				
3.	Preparing procurement contract as per the format provided at work place or public procurement regulation 2020				
4.	Identifying Standards procurement documents as per the workplace policy or PPADA, 2015				
5.	Identifies the methods of inspections i.e 100% inspection and sampling inspection and when each can be used				
6.	The preparation ,receiving and issuing process of goods as per the workplace policy				

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)
7.	Observation of precaution required when handling goods in a warehouse as per OSHA requirements				
8.	Functionality of supply chain management information systems used at the work place				
9.	Ability to identify the needs of organization and clearly define them				
	SKILLS The mentee:				
10.	Prepares procurement plan as per the workplace policy or public procurement regulation 2020				
11.	Develops the list of supplier after evaluation as per workplace policy or PPADA 2015				
12.	Develops the specification of items to be procured putting in consideration the principles of public procurement as provided by PPADA 2015				
13.	Conducts supply markets research as per workplace policy				
14.	Develops an invitation to tender as per work place policy or as PPADA 2015				
15.	Participates in tender evaluation as per work place policy or PPADA 2015				

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)
16.	Develops procurement contract as per the work place guideline or CIPS guideline				
17.	Inspects and accepts or rejects goods as per the work-place policy				
18.	Confirms the delivery documents and forwards to finance department for payment as provided in work place policy				
19.	Updates the appropriate records after receiving of goods as per work place guidelines				
20.	Stores goods in a store or warehouse as per the manufacturers required conditions				
21.	Issues goods to the user department using the established issuing methods and updates records appropriately				

Note:

To be declared competent, the mentee must get:

1. 11 of the 21 (50%) items of evaluation correct and
2. Items 10, 13, 15 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>	

2. OVERSEE WAREHOUSING OF PROCURED GOODS

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assess- ment	Mentor review	
1.	Preparation and receiving process of goods from supplier as per the workplace procedure				
2.	Proper storage of goods in required conditions as per manufacturer instructions				
3.	Proper custodian of stored goods and material handling equipment as per workplace policy				
4.	Assessing the risks and ways to control them related to stored inventory as per workplace procedure				
5.	Controlling of pests in a warehouse as per the standard operating procedure				
6.	Update and Management of stores records as per requirement of work place				
7.	Stock taking exercise as per inventory policy at work place				

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)
8.	Store/warehouse layout used at the work place				
9.	Storage conditions of various products in a warehouse as per work place policy (manufacturers instruction)				
10.	Legal requirements when handling goods at the store or warehouse i.e OSHA, Public health act				
	SKILLS The mentee:				
11.	Participates in designing of warehouse/store as per workplace policy				
12.	Places goods on their specific stock location in a warehouse as per work place policy				
13.	Maintains cleanliness and tidiness of warehouse/store and the inventory as per work place standard operating procedure				
14.	Applies principles required in issuance of goods as provided for by the workplace policy				
15.	Carries out stock take and update inventory records as per the workplace policy				
16.	Prepares customers order for dispatch to workplace operating procedure				

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)
17.	Receives goods and updates records as per the standard operating procedure				
18.	Maintains material handling equipment as per the standard operating procedure				

Note:

To be declared competent, the mentee must get:

1. 14 of the 18 (50%) items of evaluation correct and
2. Items 4, 12,, 16, 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>	

3. OVERSEE DISTRIBUTION OF STORED GOODS

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assess- ment	Mentor review	
1.	Tracking systems				
2.	Distribution channels				
3.	Types of goods to be distributed				
4.	Personnel management				
5.	Risk identification, risk evaluation and risk control				
6.	Modes of transport used in distribution				
7.	Means used in transportation				
8.	Optimal usage of fleet available				
9.	Fleet scheduling				
	SKILLS The mentee:				
10.	Is able to schedule fleets and map specific route as per the work place policy				

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)
11.	Categorizes goods for transportation as per workplace procedure				
12.	Assigns the appropriate means of transport to right category of goods for transport as per workplace policy				
13.	Seeks approval for the movement of transport fleet as per workplace policy				
14.	Monitors the tracking systems to ensure fleet adheres to allocated route as per workplace policy				
15.	Ensures approval of delivery note is done as per workplace requirements				
16.	Ensures delivery note is surrendered after delivery as per workplace policy				

Note:

To be declared competent, the mentee must get:

1. 8 of the 16 (50%) items of evaluation correct and
2. Items 7, 8, 9, 11, and 16 correct.

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

4. MANAGE SUPPLY CHAIN OPERATIONS

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assess- ment	Mentor review	
1.	Procurement of goods, services and works as per standard operating procedure or PPADA 2015				
2.	Principles of management				
3.	Inventory management				
4.	Disposal management as per standard operating procedure or PPADA 2015				
5.	Supply chain management information systems at work place or in public procurement				
6.	Public procurement and asset disposal act 2015 and regulations 2020				
7.	Supply chain operations				
	SKILLS The mentee:				

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)
8.	Develops internal procurement and disposal policy as per work place policy or regulation 2020				
9.	Develops procurement and disposal plan as per work place policy or regulation 2020				
10.	Interprets the developed policy to the key stakeholders as required by work place policy				
11.	Monitors, evaluates and reviews the implementation of policy developed as per workplace policy				
12.	Prepares and documents procurement records as required by work place policy or PPADA 2015				
13.	Reviews procurement control mechanisms as per workplace policy or PPADA 2015				
14.	Reviews the supply chain operations as per the standard operating procedure at work place				
15.	Carries out induction of new procurement staff as laid down standard operating procedure at work place				

Note:

To be declared competent, the mentee must get:

1. 8 of the 15 (50%) items of evaluation correct and
2. Items 3, 4, 12, 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>	

5. MANAGE PROCUREMENT CONTRACTS

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review	
1.	Procurement contract Risk management				
2.	Procurement contract Program monitoring				
3.	Elements of procurement contract				
4.	Types of procurement contract				
5.	Supplier Transition management				
6.	Procurement contract Performance management				
7.	Procurement Contract discharge				
8.	Supplier relationships management				
9.	Procurement Contract evaluation				
10.	Supplier payments				
	SKILLS The mentee:				
11.	Develops tools and schedule for monitoring contract progress as per work place policy				

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)
12.	Monitors progress of contracts and prepares progress report as per work place policy				
13.	Develops specifications for procurement of goods, works and services as per workplace policy				
14.	Participates bid evaluation as per criteria established at workplace or PPADA 2015				
15.	Avails required documentation to finance or paying authority in prescribed format and on time as stipulated in organization standard operating procedure				

Note:

To be declared competent, the mentee must get:

1. 8 of the 15 (50%) items of evaluation correct and
2. Items 7, 10, 11, 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>	

6. DISPOSE ORGANIZATIONAL ASSETS

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)
	KNOWLEDGE The mentee demonstrates knowledge of:		Self-assessment	Mentor review	
1.	Methods of asset disposal				
2.	Categories of assets to be disposed				
3.	NEMA regulations				
4.	Public procurement and asset disposal act 2015 and regulation 2020				
5.	Disposal records management				
6.	Public health regulations				
7.	Disposal plan				
	SKILLS The mentee:				
8.	Categorizes items to be disposed as per workplace policy or PPADA 2015				

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)
9.	Recommends to the accounting officer the assets disposal committee membership as per workplace policy				
10.	Prepares the consolidated asset disposal plan as per work place policy or PPADA 2015				
11.	Recommends the most appropriate disposal method as per work place policy				
12.	Seeks approval of assets disposal authorities as per workplace policy				
13.	Prepares and shares the schedules of assets disposals as per workplace policy or PPADA 2015				
14.	Documents and maintains asset disposal documents as required by workplace policy or PPADA 2015				

Note:

To be declared competent, the mentee must get:

1. 7 of the 14 (50%) items of evaluation correct and
2. Items 7, 8, 10, 11, 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>	

7. 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 has the ability to:		Self-assessment	Mentor review		
1.	Communicate effectively					
2.	Listen and take feedback					
3.	Solve problems and give suggestions					
4.	Work well with others					
5.	Demonstrate passion a positive attitude					
6.	Align to policies and procedures					
7.	Align to organization values					
8.	Demonstrate proper grooming					
9.	Demonstrate work ethics					
10.	Manage stress					
11.	Resilience					
12.	Be able to manage stress					
13.	Creative and innovative					

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.
14.	Accommodate diversity					
15.	Self- awareness					
16.	Critical thinker					
17.	Be open minded and able to learn					

NOTE: Note: (instructions for evaluation)

To be declared competent, the mentee must get

13 out of 17 (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 MENTORSHIP (TO BE FILLED BY MENTEE)

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

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

NAME OF TRAINEE: REGISTRATION NUMBER OF TRAINEE: NAME OF TRAINEE'S INSTITUTION: NAME OF MENTOR: DESIGNATION: MENTORING ORGANIZATION: DATE : SIGNATURE AND STAMP:	
Evaluation	Remarks
Please tick as appropriate The mentee was found to be: Competent ☐ Not Yet Competent ☐ <i>(The candidate is competent if s/he gets 50% of the items correct)</i>	

<i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i>		
Feedback from mentor (Supervisor):		
Mentor's signature:	Date	
Feedback from mentee (trainee):		
Mentee's signature:	Date	

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: