

# Mentor in the Workplace

<b>Course duration:</b>	2-days
<b>Workshop aim:</b>	To equip participants with the skills, knowledge and attitude to: <ul style="list-style-type: none"><li>• Develop mentoring plans</li><li>• Facilitate and monitor mentoring relationships</li><li>• Evaluate the effectiveness of mentoring</li></ul>
<b>Unit(s) covered:</b>	TAEDEL404A – Mentor in the workplace <i>This unit may contribute to the TAE40110 Certificate IV in Training and Assessment.</i> <b>Note:</b> This unit was superseded by TAEDEL404 on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for TAEDEL404 until 4 October 2017.
<b>Delivery method:</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
<b>Who should attend?</b>	This workshop has been developed for those who are responsible for mentoring others in the workplace. The course is suitable for those working at the level of a supervisor or manager.
<b>Pre-requisites:</b>	No qualifications are necessary to participate in this workshop, however participants are expected to have a suitable experience base which they can draw upon to provide mentoring to others.
<b>Language, literacy and numeracy (LLN) requirements:</b>	To successfully complete the course, participants will need to have sufficient language, literacy and numeracy (LLN) to: <ul style="list-style-type: none"><li>• Read and interpret codes of practice, policies and procedures</li><li>• Prepare written mentoring plans and document the outcomes from mentoring sessions</li></ul> Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents. Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.
<b>Access to a mentee:</b>	To complete the assessment component of this course, participants need have access to a person who they can mentor over a period of several months. Ideally, this will be a workplace where they are currently an employee.

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**Pre-course work:** Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's policies, procedures and forms relating to workplace mentoring.

Participants who are being sent on the course by their organisation are also encouraged to find out why their organisation wants them to be a workplace mentor, the purpose of the mentoring they are undertaking, and who they will be expected to mentor.

**Homework:** Participants may be required to complete some work at home after the first day of the course, in preparation for the following day.

**Topics:**

1. Introduction to mentoring
2. Mentoring for apprentices and trainees
3. Developing a mentoring plan
4. Communication skills for effective mentoring
5. Facilitating and monitoring the mentoring relationship
6. Closing and evaluating the mentoring relationship

**Assessment:** The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities, including:
  - Developing a mentoring plan for a learner in your workplace
  - Facilitating and monitoring the mentoring relationship in accordance with your plan, including documenting at least three mentoring sessions
  - Closing the mentoring relationship and evaluating its effectiveness
  - Answering reflection questions about the mentoring relationship

**Assessment timeframe:** Participants have four months to complete their assessment after attendance at the course.

**Resource requirements:** To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- the organisation's mentoring policies, procedures, forms and associated documentation
- a person who they can mentor over a period of at least 3 months

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## Recognition of Prior Learning:

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition:

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.