



CATAPULT

TLIM4004

Mentor individuals or small groups

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIM4004.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/TLIM4004/>

Trainer/assessor guide

TLIM4004

Mentor individuals or small groups

Welcome to this unit of study

This unit involves the skills and knowledge required to mentor individuals or small groups (two to five people) in the workplace.

It includes preparing for and undertaking mentoring, providing practice opportunities as well as reviewing mentoring processes and progress. It includes developing the required workplace competence in other workers on a one-to-one or small group basis in an on-the-job environment.

This unit applies to experienced workers who take on a mentoring role.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Prepare for mentoring	5
Mentoring needs.....	5
Mentoring objectives.....	10
Mentoring relationships/ approaches.....	15
Mentoring delivery methods	20
Check your understanding	25
Topic 2: Mentor in the workplace.....	27
Safe/ accessible environment	27
Strategies and techniques	33
Systematic approaches	41
Check your understanding	43
Topic 3: Provide opportunities for practice.....	45
Practice opportunities	45
Encouraging learning	49
Check your understanding	53
Topic 4: Review mentoring.....	55
Evaluating own performance	55
Areas for improvement.....	57
Readiness for assessment.....	61
Evaluation plan/ process.....	63
Recording mentoring details	66
Check your understanding	69
Assessment workbook	71
Unit information.....	73
What is competency-based assessment?.....	74
How will my competency be assessed?.....	75
Assessment agreement.....	76
Foundation skills checklist.....	77
Skills recognition.....	78
Topic 1: Prepare for mentoring	79
Topic 2: Mentor in the workplace.....	80
Topic 3: Provide opportunities for practice.....	81
Topic 4: Review mentoring.....	82
Knowledge questions	83
Topic 1: Prepare for mentoring	84
Topic 2: Mentor in the workplace.....	93
Topic 3: Provide opportunities for practice.....	99
Topic 4: Review mentoring.....	102
Topic 5: Specific knowledge evidence.....	109

Performance tasks..... 111
 Third party evidence collection agreement 112
 Topic 1: Prepare for mentoring 113
 Topic 2: Mentor in the workplace..... 114
 Topic 3: Provide opportunities for practice..... 115
 Topic 4: Review mentoring 116
Completion record..... 118
Unit mapping and assessment checklist 119
Trainer/ assessor user instructions..... 122

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Prepare for mentoring
- » Mentor in the workplace
- » Provide opportunities for practice
- » Review mentoring

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
