

## Thank you for your support as a Workplace Mentor

Workplace mentoring is integral to Jenard's training and assessment methodology and as a designated mentor you will be supporting the learner's professional and personal development by:

- Leading mentoring conversations based on the unit of competency that the learner is currently undertaking.
- Monitoring the learner's time management skills in relation to completion of assessments.
- Discussing the learner's assessment material, to ensure that all assessment criteria have been answered, and that organisational policies/procedures and legislative requirements have been included where necessary.
- Communicating any concerns that you may have about the learner's progress with designated Jenard trainers/assessors.

### The process

- a. Learners will be issued with a hard copy Assessment document and a Mentor Report document for each unit or group of units undertaken. The Assessment documentation outlines the tasks learner has been asked to complete after the in-centre workshop. This is an opportunity for you to discuss how the learned skills will be implemented in the workplace, and assist with the planning of the assessment requirements.
- b. When completed, the mentor may review the completed assessment material, ensuring that it meets the criteria listed and includes or references any relevant organisational policies, procedures or practices.
- c. During the time prior to the next workshop the mentor can complete the mentor report, commenting on how the learner is demonstrating the listed skills and knowledge in the workplace.
- d. Please ensure that when signing you are satisfied that the learner has successfully demonstrated the required skills and knowledge in the workplace, and that their assessment material is complete and authentic.
- e. If you believe further demonstration is required, discuss this with the learner and/or the trainer/assessor to plan how this may be accomplished.
- f. For e-learn students, the mentor may wish to discuss the online formative assessments prior to the summative assessment being completed.
- g. A separate mentor report will be issued for e-learn students when they are enrolled in a new unit.

If you would like to discuss the role of the workplace mentor in greater detail, would like additional information about the paperwork that must be submitted by the mentor and the learner, or you have any queries in relation to the learners training program, please contact Jenard's Manager, Lyn Flint-Cornell on 03 6234 1433 or email her – [lyn@jenard.com.au](mailto:lyn@jenard.com.au).