

	RPL Assessment Sheet	
	KSA Campus:	Current as of:
	Student Name:	Next Review:

Unit Code:CHCORG627B	Unit Name: Provide mentoring support to colleagues
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Mandatory Unit Requirements	Evidence Collected				
	<i>Certificate Statement of Attainment</i>	<i>Third Party Referral (letter from employer etc)</i>	<i>Portfolio of evidence</i>	<i>Practical Assessment</i>	<i>Evidence Accepted Y/N</i>
Elements and Performance Criteria					
1. Establish a relationship with mentoree 1.1 Use effective communication styles to develop trust, confidence and rapport 1.2 Make agreements on how the mentoring relationship will be conducted including: - the amount of time involved for both parties - confidentiality of information - scope of issues to be covered 1.3 Discuss and clarify expectations and goals with mentoree					
2. Offer mentoring support 2.1 Assist the mentoree to identify and evaluate options to achieve agreed goals 2.2 Share personal experiences and knowledge with the mentoree to assist in progress towards agreed goals 2.3 Encourage the mentoree to make decisions and take responsibility for courses of action or solutions under consideration 2.4 Provide supportive advice and assistance in a manner that allows mentoree to retain responsibility for achievement of their own goals					

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2.5 Recognise and openly discuss changes in the mentoring relationship 2.6 Make adjustments to the relationship to take account of the needs of both mentor and mentoree					
Performance evidence					
<p>It is critical that the candidate demonstrate the ability to: Apply understanding of the role and benefits of mentoring Use significant workplace knowledge and experience to assist another individual to achieve his or her agreed goals Demonstrate application of effective communication styles</p>					
<p>Demonstrate application of understanding of mentoring, its role and potential benefits Demonstrate application of communication skills including:</p> <ul style="list-style-type: none"> - listening supportively - questioning - providing feedback constructively - challenging limitations - non-verbal communication 					
Knowledge Evidence					
<p>The candidate must be able to demonstrate essential knowledge: Communication skills in relation to listening supportively, questioning, providing feedback</p>					

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Constructively, challenging limitations and non-verbal communication					
Significant knowledge and experience of the area of practice in which the mentoree operates					

	RPL Outcome:	
Student signature: Date:	Assessor Name:	Upgrade Required Y/N
	Assessor Signature:	Competent / NYC
		Date: