

## Appendix 5: Mentor

<b>Position:</b>	Mentor
<b>Responsible To:</b>	Branch Director of Education
<b>Responsible For:</b>	Probationary Trainers, Assessors and/or Facilitators (TAFs)
<b>Purpose Statement:</b>	To improve and maintain the high standards of TAFs using mentoring skills to guide them through Academy policies, procedures and best practice principles.
<b>Key Areas of Responsibility:</b>	
<p><b>Probationary TAFs</b></p> <ul style="list-style-type: none"> <li>• Induct probationary TAFs into all Academy policies, processes and procedures, and introduce them to the network of people who can support them.</li> <li>• Support probationary TAFs in understanding their role and responsibilities.</li> <li>• Support probationary TAFs in understanding how to use and locate relevant Academy resources.</li> <li>• Competently assist the probationary TAFs in the preparation and delivery/assessment of courses, providing one-on-one feedback throughout.</li> <li>• Assist probationary TAFs to develop into an educator who can work independently while remaining an effective team member.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Assist the probationary TAF to complete and submit a <b>TAF Endorsement Kit</b> to the Branch, including completing Mentor Observation Checklists as required.</li> <li>• Ensure the Mentee maintains accurate records and completes all course paperwork as outlined in the Academy Volunteer Handbook.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Assist the Director of Education if required with the implementation of new/revised resources for TAFs.</li> </ul>	
<b>Skills / Experience / Personal Qualities required:</b>	
<ul style="list-style-type: none"> <li>• Be a currently endorsed TAF for the award they wish to mentor (Essential)</li> <li>• Have held that TAF position for more than one year (Highly Desirable)</li> <li>• Possess an excellent knowledge of the Academy resources, policies and procedures (Essential)</li> <li>• Consistently adhere to Academy policies and procedures (Essential)</li> <li>• Receive consistently high evaluation reports from course participants (Essential)</li> <li>• Have a sound understanding of vocational education and training (VET) (Essential)</li> <li>• Certificate IV Training &amp; Assessment (Highly Desirable)</li> </ul>	