

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Mentoring in the Workplace

Unit Reference Number: K/617/5971

Level: Level Three (3)

Credit Value: Four (4)

Minimum Guided Learning Hours: 12

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to meet the expectations of a workplace environment	1.1 Identify the expectations of their work environment
	1.2 Describe how to adapt approach to help a mentee to meet the expectations of their current or future environment
2. Understand how mentees can be affected by relationship, emotional and mental health difficulties	2.1 Give examples of theories relating to the social, emotional and mental health needs of their mentee
	2.2 Reflect on the effectiveness of own role in relation to supporting mentees with relationship, emotional or mental health problems
	2.3 Identify other forms of support which may be more appropriate to a mentee
3. Understand how to support the individual needs of a mentee	3.1 Describe approaches for engaging effectively with different mentees
	3.2 Describe how they have helped a mentee address a performance issue
	3.3 Describe how they helped a mentee to overcome a difficulty in the workplace environment
	3.4 Describe how they made a mentee feel safe before they gave them feedback
	3.5 Assess how they adapted their mentoring approach according to the needs of the mentee

