



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)**

**MENTORING TOOL**

**FOR**

**ELECTRICAL WORKER**

**LEVEL 4**

## **FOREWORD**

This mentoring tool has been developed by TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) in partnership with trainers and industry experts in Electrical Installation.

Mentoring relationships have demonstrated to be an excellent way of enhancing professional growth. Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise and past mistakes and competencies can be strengthened in specific areas. Mentees will have the opportunity to establish valuable connections with higher level employees. The success of mentoring will depend on clearly defined roles and expectations in addition to the mentee's awareness of the benefits of participating in the mentoring program.

This mentoring tool is an assessment tool used to assess whether a mentee meets the National Occupational Standards for Electrical Worker Level 4. Whilst there is no agreement or finite evidence as to how many times this supervised exercise should occur, both the mentor and the mentee should feel confident that the mentee has the necessary skills, knowledge and attitudes (worker behaviors) to work as an Electrical Worker.

The Mentoring will facilitate the experienced mentors in the world of work to share knowledge and experiences with mentees working under them towards a mutually beneficial professional development relationship. Mentors will be helpful in building competencies of mentees in areas of practice.

**PROF. KISILU KITAINGE**  
**CEO/COUNCIL SECRETARY**

### TRAINEE (MENTEE) DETAILS

<b>Name of Trainee (Mentee)</b>	
<b>Registration Code of Trainee (Mentee)</b>	
<b>Trainee's/mentee's Institution Details</b>	<b>Name:</b>
	<b>Physical &amp; postal address:</b>
	<b>Phone and email address:</b>
<b>Date of Commencement of Mentoring Period</b> (dd/mm/yyyy)	
<b>Date of Completion of Mentoring Period</b> (dd/mm/yyyy)	
<b>Organization</b>	<b>Name:</b>
	<b>Physical &amp; postal address:</b>
	<b>Phone and email address:</b>

## **INFORMATION FOR USERS**

### **Role of a Mentor**

A **mentor** is someone who provides support and advice that empowers the mentee to achieve skills, knowledge and attitudes (worker behaviors). This may be a supervisor, manager or a worker who is an expert in a particular field.

The role of the mentor includes:

1. Assisting mentee understand the organisation's requirements.
2. Assigning mentee tasks.
3. Observing mentee performance and record areas where the mentee needs improvement.
4. Assisting the mentee to come up with action plan for areas where he/she needs improvement.

### **Role of Mentee**

A **mentee** is a trainee who is on work placement (attachment) or is on-job training in an organization.

The role of the mentee includes:

5. Completing the assessment tasks assigned by the mentor and filling out the self-assessment section.
6. Keeping the company's information confidential.
7. Being aware that he/she may be working with people from different backgrounds and cultures, so there is a need to respect those differences.
8. Asking for feedback and giving feedback when required.
9. Upholding the organization's standards of work ethics.

### **Role of Industrial Liaison Officer**

The Industrial Liaison Officer (ILO) is the officer in the training institution assigned the responsibility of coordinating activities of industry training based on TVET CDACC and institutions guidelines for industry training. The role of ILO include;

- Sensitizing trainees on their responsibilities during industry training
- Sensitizing mentors on their roles during industry training for trainees
- Coordinate industry training
- Receiving mentoring tools from trainees
- Ensuring mentorship tools are included in each candidate portfolio of evidence
- Upload candidate final mark to TVET CDACC portal

### **How to use the mentoring tool**

- Where a skill, knowledge or attitude is not applicable in a particular workplace, the mentee should indicate not applicable (NA).
- The mentor should ask the mentee oral questions to gauge the knowledge of the mentee.
- The mentee should fill the self-assessment section upon self-evaluation.
- The mentor should fill the mentor review record upon observing and evaluating the mentee.
- Action plan should be filled by the mentee after agreeing with the mentor for any item assessed as needs to improve (NI).

### **Mentoring Period**

The mentoring period should be at least three months. Mentee should spend at least two thirds of the attachment in electrical installation. Time spent in each section/department/workstation/ should be documented using the form in Appendix A.

### **Number of Assessments**

Three assessments are to be conducted using the mentoring tool: one within the first month of the attachment where the mentor assesses the mentee to assess their initial level of competence; another assessment will be conducted within the second month of the attachment period to gauge the progress of the mentee and the third one will be conducted within the third month of the attachment. However, the assessment outcome is based on the third /final assessment.

### **Submission of Mentoring Reports**

The mentor is required to submit the final report mentoring report (in hard or soft copy) to the Industrial Liaison Officer of the respective institution. The Industrial Liaison Officer is required to submit to TVET CDACC offices the final mentor's summary report (Appendix B). The filled mentoring tools for each trainee are to be kept in the institution and made available to TVET CDACC on request.

### **Industrial Attachment Marks**

The Industrial Liaison Officer shall use the assessment outcome from the mentoring tool to obtain the industrial attachment marks for the trainee. These marks shall be uploaded on the TVET CDACC portal upon completion of the attachment period and presenting the mentoring tool to the Industrial Liaison Officer. The industrial attachment score for each unit of competency shall be obtained as follows.

$$\text{Industrial Attachment Mark} = \frac{\text{Items Met (M) in the unit of competency}}{\text{Total number of Items for evaluation in the unit of competency}} \times 100\%.$$

The Final industrial Attachment Mark will be the average Mark obtained from the units of competencies.

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### 1. INSTALL PVC SHEATHED CABLE SYSTEM

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
	<b>KNOWLEDGE</b> The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	Electrical safety requirements and procedures					
2.	Personal protective equipment (PPE) and hazard control					
3.	Electrical cable colour codes and sizing standards					
4.	Cable selection for electrical applications					
5.	Electrical accessories and their applications					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
6.	Functions of electrical components in circuits					
7.	Electrical symbols and wiring diagram interpretation					
8.	Schematic layout reading and understanding					
9.	Inspection and testing procedures for installations					
10.	Continuity and insulation resistance test methods					
	<b>SKILLS</b> <b>The mentee:</b>					
11.	Applies safety measures as per OSHA and EHS standards.					
12.	Identifies electrical cable colour code as per IEC standards.					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
13.	Identifies electrical cable sizes as per IEC standards.					
14.	Selects electrical tools and equipment as per work requirement.					
15.	Prepares electrical cable joints as per IEC standards.					
16.	Performs housekeeping activities as per the work requirement.					
17.	Sketches electrical symbols as per established standards.					
18.	Draws wiring diagrams as per the work requirement.					
19.	Identifies electrical components as per the drawing.					
20.	Installs electrical single-phase intake point as per IET regulation.					
21.	Installs electrical final circuits as per design requirement.					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
22.	Performs visual inspection as per the installed designs.					
23.	Performs testing methods as per the installed designs.					

**Note:**

To be declared competent, the mentee must get:

1. 12 of the 23 (50%) items of evaluation correct and
2. Items 11,16,18,20,21 and 23 correct.

Evaluation	Remarks
<p><b>Please tick as appropriate</b> The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

## 2. INSTALL TRUNKING SYSTEM

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
	<b>KNOWLEDGE</b> The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	IEC standards for trunking systems (types, sizes, accessories)					
2.	Electrical cable color coding and sizing (IEC)					
3.	Tool selection and use for trunking installation					
4.	Accurate measurement and cutting techniques					
5.	Trunking mounting and alignment methods					
6.	Cable laying and accessory fixing procedures (IEC)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
7.	Electrical testing methods (continuity, polarity - IEC)					
	<b>SKILLS</b> <b>The mentee:</b>					
8.	Identifies trunking types as per IEC standards					
9.	Identifies trunking sizes as per IEC standards					
10.	Identifies trunking accessories as per IEC standards					
11.	Applies safety measures as per OSHA and EHS standards					
12.	Selects electrical tools and equipment as per work requirement					
13.	Takes measurements as per work requirement					
14.	Cuts trunking work pieces as per measurements					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
15.	Performs housekeeping activities as per work requirement					
16.	Marks mounting points as per IEC standards					
17.	Mounts trunking work pieces as per IEC standards					
18.	Identifies electrical cable colour code as per IEC standards					
19.	Identifies electrical cable sizes as per IEC standards					
20.	Lays cables as per IEC standards					
21.	Fixes accessories as per IEC standards					
22.	Performs visual inspection as per work requirements					
23.	Performs continuity test as per IEC standards					
24.	Performs polarity test as per IEC standards					

**Note:**

To be declared competent, the mentee must get:

1. 12 of the 24 (50%) items of evaluation correct and
2. Items 11,13,14,17,21 and 22 correct.

<b>Evaluation</b>	<b>Remarks</b>
<p><b>Please tick as appropriate</b> The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

### 3. INSTALL CONDUIT SYSTEM

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
	<b>KNOWLEDGE</b> The mentee demonstrates knowledge of:		Self-assessment	Mentor review		
1.	IEC standards for conduit systems (types, sizes, accessories)					
2.	Electrical cable specifications (color coding, sizing per IEC)					
3.	Proper tool selection and usage for conduit installation					
4.	Measurement and cutting techniques for conduit workpieces					
5.	Conduit mounting procedures and layout standards (IEC)					
6.	Cable installation methods and pulling techniques (IEC)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
7.	Electrical accessory installation standards					
8.	Testing methods (continuity, polarity - IEC standards)					
9.	Worksite safety and housekeeping procedures					
	<b>SKILLS</b> <b>The mentee:</b>					
10.	Applies safety measures as per OSHA and EHS standards					
11.	Identifies conduit types as per IEC standards					
12.	Identifies conduit sizes as per IEC standards					
13.	Identifies conduit accessories as per IEC standards					
14.	Selects electrical tools and equipment as per work requirement					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
15.	Takes measurements as per work requirement					
16.	Cuts conduit work pieces as per measurements					
17.	Performs housekeeping activities as per work requirement					
18.	Marks mounting points as per IEC standards					
19.	Mounts conduit work pieces as per IEC standards					
20.	Identifies electrical cable colour code as per IEC standards					
21.	Identifies electrical cable sizes as per IEC standards					
22.	Draws cables as per IEC standards					
23.	Fixes accessories as per IEC standards					
24.	Conducts visual inspection as per work requirements					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
25.	Performs continuity test as per IEC standards					
26.	Performs polarity test as per IEC standards					

**Note:**

To be declared competent, the mentee must get:

1. 13 of the 26 (50%) items of evaluation correct and
2. Items 10,15,16,19,22,23 and 24 correct.

Evaluation	Remarks
<p><b>Please tick as appropriate</b></p> <p>The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

#### 4. INSTALL STAND-ALONE SOLAR PV SYSTEMS

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
			Self-assessment	Mentor review		
1.	Electrical fundamentals (SI units, Ohm's Law, IEC calculations)					
2.	Interpretation of technical drawings (symbols, wiring maps, circuit diagrams)					
3.	Solar PV component identification and mounting					
4.	Installation techniques (cable joints, accessories, management systems)					
5.	Testing procedures (continuity, insulation, polarity, earth resistance)					
6.	Maintenance protocols (inspections, testing, record-keeping)					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
7.	Safety compliance (OSHA, EHS, work requirements)					
	<b>SKILLS</b> <b>The mentee:</b>					
8.	Identifies basic SI units in Electrical based on scope of work					
9.	Identifies quantities of Charge, force, work and power as per IEC standards					
10.	Performs calculations involving Ohm's law (Current, Resistance and Voltage) as per IEC standards					
11.	Performs calculations involving various electrical quantities based on IEC standards					
12.	Identifies electrical symbols as per IEC standards					
13.	Maps wiring system as per design					
14.	Interprets final circuits drawing as per design requirement					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
15.	Applies safety measures as per work requirement					
16.	Selects electrical tools and equipment as per work requirement					
17.	Identifies Solar PV system components as per design requirement					
18.	Mounts Solar PV system components as per design requirement					
19.	Prepares electrical cable joints and termination as per design requirement					
20.	Identifies electrical accessories and fittings as per design requirement					
21.	Installs cable management systems as per design requirement					
22.	Installs electrical final circuits as per design requirement					
23.	Terminates Solar PV system components as per design requirement					

<b>S/N.</b>	<b>Items for evaluation</b> (knowledge and skills)	<b>Not applicable (NA)</b> <b>To current area of practice</b>	<b>Self-assessment record:</b> <b>Need to improve (NI)</b> <b>Or met (date)</b>	<b>Mentor review record:</b> <b>Need to improve (NI)</b> <b>Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
24.	Visually inspects Solar PV system conditions as per IET regulations					
25.	Carries out continuity test as per IET regulation					
26.	Carries out insulation resistance test as per IET regulations					
27.	Carries out polarity test as per IET regulations					
28.	Carries out earth resistance tests as per IET regulations					
29.	Prepares maintenance materials and tools as per maintenance strategy requirement					
30.	Carries out Solar PV system maintenance activities as per IEC standards					
31.	Carries out Solar PV system tests as per IEC standards					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
32.	Updates maintenance records as per maintenance strategy					

**Note:**

To be declared competent, the mentee must get:

1. 16 of the 32 (50%) items of evaluation correct and
2. Items 12,13,18,21,22,23, 24,30 and 32 correct.

Evaluation	Remarks
<p><b>Please tick as appropriate</b> The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

### 5. PERFORM BELL AND ALARM INSTALLATION

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
			Self-assessment	Mentor review		
1.	IEC and IET standards for bell and alarm systems					
2.	Electrical and schematic drawings					
3.	Electrical safety practices and personal protective equipment (PPE)					
4.	Electrical tools, equipment, and test instruments					
5.	Cable types, jointing, termination methods, and cable management installation					
6.	Bell and alarm components such as control panels, bells, push buttons, and indicators					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
7.	Visual inspections of bells and alarm systems					
8.	Continuity, insulation resistance, polarity, and earth resistance tests					
9.	Fault detection and preventive and corrective maintenance activities					
10.	Maintenance records					
	<b>SKILLS</b> <b>The mentee:</b>					
11.	Identifies bell and alarm symbols as per IEC standards					
12.	Maps wiring system as per design					
13.	Interprets bell and alarm circuits drawing as per design requirement					
14.	Applies safety measures as per work requirements					
15.	Selects electrical tools and equipment as per work requirement					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
16.	Prepares electrical cable joints and termination as per design requirement					
17.	Identifies bell and alarm accessories and fittings as per design requirement					
18.	Installs cable management system as per design requirement					
19.	Installs bell and alarm systems as per design requirement					
20.	Identifies bell and alarm components as per design requirement					
21.	Installs electrical power supply as per design requirement					
22.	Performs continuity test as per IET regulation					
23.	Performs insulation resistance test as per IET regulations					
24.	Performs polarity test as per IET regulations					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
25.	Performs earth resistance tests as per IET regulations					
26.	Inspects bell and alarm systems as per IET regulations					
27.	Prepares maintenance materials and tools as per maintenance strategy requirement					
28.	Performs bell and alarm system maintenance activities as per IET regulations					
29.	Performs system tests as per IET regulations					
30.	Updates maintenance records as per maintenance strategy					

#### • Technical Standards & Compliance

**Note:**

To be declared competent, the mentee must get:

1. 15 of the 30 (50%) items of evaluation correct and

2. Items 12,13,14,18,19,21,26, 28 and 30 correct.

Evaluation	Remarks
<p><b>Please tick as appropriate</b> The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

## 6. WIND ELECTRICAL MACHINE

**Mentor and mentee:** Please fill information for each of the two sections in the respective columns. Initials should be used as given in the header below.

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
			Self-assessment	Mentor review		
1.	Electrical machines, parts, and functions					
2.	Safety measures and regulations					
3.	Machine design specifications, including winding data and mechanical alignment					
4.	Procedures for disassembly and assembly of rotating electrical machines					
5.	Methods for cleaning machine parts and preparation of coil windings					
6.	Techniques for laying coil windings in stator slots and curing stator windings					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
7.	Fastening components such as bolts, nuts, and bearings, including lubrication requirements					
8.	Electrical machine testing methods, including continuity, polarity, insulation resistance, voltage, and current balance tests					
9.	Housekeeping practices					
10.	Test equipment and tools					
11.	Record keeping					
	<b>SKILLS</b> <b>The mentee:</b>					
12.	Disassembles rotating electrical machine					
13.	Applies safety measures as per work requirement					
14.	Records winding data as per machine design					

<b>S/N.</b>	<b>Items for evaluation (knowledge and skills)</b>	<b>Not applicable (NA) To current area of practice</b>	<b>Self-assessment record: Need to improve (NI) Or met (date)</b>	<b>Mentor review record: Need to improve (NI) Or met (initials &amp; date)</b>	<b>Record action plan for any item assessed as needs to improve (as agreed with mentor)</b>	<b>Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.</b>
15.	Disassembles machine parts as per work procedure					
16.	Installs machine winding					
17.	Cleans rotating machine parts as per work procedure					
18.	Prepares coil windings as per work requirement					
19.	Lays coil windings in stator slots as per work requirement					
20.	Cures stator windings as per IEC standards					
21.	Assembles rotating electrical machine					
22.	Aligns rotor and stator as per machine design					
23.	Fastens bolts and nuts as per machine design					
24.	Fits bearings as per machine design					
25.	Lubricates bearings as per work requirements					

S/N.	Items for evaluation (knowledge and skills)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes e.t.c.
26.	Performs electrical machine testing					
27.	Performs continuity test as per IEC standards					
28.	Performs polarity test as per IEC standards					
29.	Performs insulation resistance test as per IEC standards					
30.	Performs voltage and current balance test as per IEC standards					
31.	Carries out housekeeping activities as per work requirements					

#### • Technical Standards & Compliance

**Note:**

To be declared competent, the mentee must get:

1. 16 of the 32 (50%) items of evaluation correct and
2. Items 13,14,17,18,19,20,21,24, 29 and 30 correct.

Evaluation	Remarks
<p><b>Please tick as appropriate</b>  The mentee was found to be:</p> <p><b>Competent</b>            <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	

## 7. WORKER BEHAVIOUR

**Mentor and mentee:** Please fill information for these sections in the respective columns. Initials should be used as given in the header below. The mentee is supposed to demonstrate the following worker behaviour.

S/N.	Items for evaluation (attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
	The mentee is:		Self-assessment	Mentor review		
1.	An effective communicator					
2.	A team player/Impartial					
3.	Tolerant					
4.	Trustworthy					
5.	Respectful					
6.	Emotionally intelligent					
7.	A Problem solver					
8.	Open minded/open to correction and positive criticism					
9.	Self-aware					
10.	Creative and innovative					
11.	Diligent/ thorough					
12.	Environmentally conscious					
13.	Time conscious					
14.	Presentable					
15.	Resilient and self-driven					

S/N.	Items for evaluation (attitudes)	Not applicable (NA) To current area of practice	Self-assessment record: Need to improve (NI) Or met (date)	Mentor review record: Need to improve (NI) Or met (initials & date)	Record action plan for any item assessed as needs to improve (as agreed with mentor)	Evidence e.g., marked scripts (written and/oral), observation checklist, products, photos and videos of products and processes etc.
16.	Disciplined and observing organisation code of conduct					
17.	Growth oriented					

**NOTE:** Note: (instructions for evaluation)

To be declared competent, the mentee must get 75% items of evaluation correct

Evaluation	Remarks
<p><b>Please tick as appropriate</b> The mentee was found to be:</p> <p><b>Competent</b> <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(The candidate is competent if s/he gets 75% of the items correct)</i></p>	

*(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)*

**APPENDIX A: SUMMARY OF TOTAL PERIOD OF MENTORSHIP (TO BE FILLED BY MENTEE)**

<b>S/N</b>	<b>Section/Department/ Worksite/workstation/workshop/ workplace</b>	<b>Period (Weeks/days)</b>	<b>Mentor's Name</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**APPENDIX B: MENTOR SUMMARY REPORT (TO BE FILLED BY OVERALL SUPERVISOR)**

**NAME OF TRAINEE:** .....  
**REGISTRATION NUMBER OF TRAINEE:** .....  
**NAME OF TRAINEE'S INSTITUTION:** .....  
**NAME OF MENTOR:** .....  
**DESIGNATION:** .....  
**MENTORING ORGANIZATION:** .....  
**DATE :** .....  
**SIGNATURE AND STAMP:**

Evaluation	Remarks
<p><b>Please tick as appropriate</b>                      The mentee was found to be:</p> <p><b>Competent</b>            <input type="checkbox"/></p> <p><b>Not Yet Competent</b> <input type="checkbox"/></p> <p><i>(The candidate is competent if s/he gets 50% of the items correct)</i></p>	

<p><i>(If not yet competent, please specify in the remarks column which areas the mentee need to improve on)</i></p>	
<p><b><i>Feedback from mentor (Supervisor):</i></b></p>	
<p><b><i>Mentor's signature:</i></b></p>	<p><b><i>Date</i></b></p>
<p><b><i>Feedback from mentee (trainee):</i></b></p>	
<p><b><i>Mentee's signature:</i></b></p>	<p><b><i>Date</i></b></p>

**APPENDIX C: ADDITIONAL SKILLS ACQUIRED DURING THE MENTORING PERIOD (TO BE FILLED BY MENTEE)**

S/N	Additional skill acquired	Description of the task	What new things have you learned from this task
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**APPENDIX D: INDUSTRIAL LIAISON OFFICER FORM (TO BE FILLED BY ILO)**

**NAME OF INSTITUTION:** .....

**NAME OF ILO OFFICER:** .....

**DATE :** .....

**REMARKS**

.....

.....

.....

**SIGNATURE AND STAMP:**