Trainee Assessment
Peer mentoring

<table>
<thead>
<tr>
<th>Unit standard</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>28991 Provide peer mentoring in a health or wellbeing setting</td>
<td>1</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

Your name: ____________________________

Your workplace: ____________________________

Your date of birth: ____________________________

NSN number (if you know it): ____________________________

Declaration

- I was told about and understand the assessment requirements and appeals process.
- I have prepared my answers myself.
- Any evidence I have provided as my own, I produced myself.
- I understand that this assessment may be used for moderation and quality control purposes.
- I understand that when I achieve this unit standard my result will be registered with the New Zealand Qualifications Authority.

I confirm the above declaration: Yes ☐ No ☐ Date: ____________________________
Assessment summary (completed by assessor)

Trainee’s performance summary

<table>
<thead>
<tr>
<th>Assessment tasks</th>
<th>Assessor’s signature</th>
<th>Date achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Describe peer mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2: Provide effective peer mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 2 Verification</td>
<td></td>
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</tr>
</tbody>
</table>

Unit standard results

I have assessed the trainee and confirm that the requirements have been met to demonstrate competency in:

<table>
<thead>
<tr>
<th>Unit standard</th>
<th>Version</th>
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<th>✔</th>
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Assessor’s name:                      Assessor’s number:
Signature:                           Date:
Trainee information

Before you start

- The assessor/verifier will meet with you and talk about what you need to do.
- Read through the Careerforce workplace learning and assessment guide if you need more information about the assessment process.

As you go

- Answer all questions.
- Follow the instructions for each task.
- If you answer by writing, you may write either electronically or by hand.
- If you answer verbally, your assessor will write your answer(s) or may use a voice recorder.
- Your assessor or verifier will use the checklists in this Trainee Assessment when they observe your work.
- If you need help with this assessment, please contact your assessor.

When you finish

- Make sure you have completed any parts where the assessor/verifier has said you need to do more work.

Appeals

If you wish to appeal against the assessment result or process, talk to your assessor.

If you are still not satisfied, you can appeal to Careerforce by completing the assessment result appeal form. You can find this form online at www.careerforce.org.nz/contact/forms

Feedback

Careerforce regularly reviews our assessment and learning resources. As a user, we would appreciate feedback on how you found it. Feedback can be provided to Careerforce via:

- our online feedback form at www.careerforce.org.nz/contact/resource-assessment-feedback
- email to info@careerforce.org.nz

Assessment note

It is an ethical requirement that the mentee remain anonymous. The mentees must agree in writing to have their cases discussed.
Definitions

A **peer mentor** is a person who is working in a role in a health or wellbeing setting and has a specific skill set in their area of expertise. A peer mentor will draw on their own knowledge, skills, and experience to provide information, support and encouragement to a peer mentee in an informal mentoring relationship. The purpose of this is to help the peer mentee to improve and expand their skill set.

A **peer mentee** is a person who is mentored by a peer in the same or a similar role but who has a different skill set.

An **organisation’s policies and procedures** are the policies and procedures of the employer and include ethical codes, standards and other organisational requirements.
Task 1: Describe peer mentoring

For this task you need to show your understanding of peer mentoring according to your organisation’s policies and procedures.

1. Describe the role of a peer mentor in your workplace.

Your answer must include how the peer mentor’s role contributes to service delivery.

The peer mentor role may include:

- formal support.
- informal support.
- induction support.
- coaching or team leadership.

2. What skills and knowledge does a peer mentor need in your organisation?

<table>
<thead>
<tr>
<th>Skills needed:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Knowledge needed:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>
3  What is your organisation’s process for peer mentoring?
Describe your organisation’s process for peer mentoring below.
4 Identify **three** possible changes that could occur during the peer mentoring process and describe how **each** of these may affect the outcome.

<table>
<thead>
<tr>
<th>First change:</th>
<th></th>
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<tbody>
<tr>
<td>How it could affect the outcome:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second change:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How it could affect the outcome:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third change:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How it could affect the outcome:</td>
<td></td>
</tr>
</tbody>
</table>
Describe three strategies you would use in your role as a peer mentor in your workplace to ensure that the mentoring outcomes are effective.

<table>
<thead>
<tr>
<th>First strategy:</th>
<th></th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second strategy:</th>
<th></th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Third strategy</th>
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**Task 1: Assessor’s feedback to trainee**

When the assessor agrees that you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.
Task 2: Provide effective peer mentoring

For this task, you need to provide effective peer mentoring.

While completing this task, consider appropriate values, processes, and protocols in relation to working with Māori, Pasifika and/or people from other cultures.

Complete all the written parts of this task before asking your verifier to complete the verification checklist.

What you need to do

Identify someone whom you can peer mentor for the purpose of this assessment.

1. Explain to your mentee the purpose of the mentoring. Tell them that they will remain anonymous and ask them to sign below to show that they agree to have their case discussed.

   I agree that my mentor can discuss our mentoring programme and relationship with others for the purpose of this assessment.

   Name of mentee:  
   Signature:  
   Date:  

2. Discuss and agree with your mentee the scope and boundaries of your mentoring relationship by completing the Peer Mentoring Scope Sheet on the next page. Alternatively, you may have appropriate paperwork you already use in your workplace. As long as they are similar, you can attach that as evidence instead of completing this form.

3. Agree on expectations and goals for both you and your mentee.

4. Spend time with your mentee as agreed in the scope sheet.

5. Complete the Peer Mentoring Review Sheet.

6. Have your verifier complete the verification.
Peer mentoring scope sheet

<table>
<thead>
<tr>
<th>Mentee’s goals:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor’s goals:</td>
<td></td>
</tr>
<tr>
<td>Mentee’s expectations:</td>
<td></td>
</tr>
<tr>
<td>Mentor’s expectations:</td>
<td></td>
</tr>
<tr>
<td>Best strategy for</td>
<td></td>
</tr>
<tr>
<td>communication:</td>
<td></td>
</tr>
<tr>
<td>Frequency of meetings:</td>
<td></td>
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<tr>
<td>Amount of time</td>
<td></td>
</tr>
<tr>
<td>involved:</td>
<td></td>
</tr>
<tr>
<td>Confidentiality</td>
<td></td>
</tr>
<tr>
<td>of information:</td>
<td></td>
</tr>
<tr>
<td>Scope of matters to be</td>
<td></td>
</tr>
<tr>
<td>covered:</td>
<td></td>
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</table>
## Peer mentoring review sheet

### Self-reflection

<table>
<thead>
<tr>
<th>Question</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What went well?</td>
<td></td>
</tr>
<tr>
<td>What didn’t go so well?</td>
<td></td>
</tr>
<tr>
<td>Strategies I used:</td>
<td></td>
</tr>
<tr>
<td>How effective were these strategies?</td>
<td></td>
</tr>
<tr>
<td>What can I do better?</td>
<td></td>
</tr>
<tr>
<td>What did I learn that may be useful for future?</td>
<td></td>
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</tbody>
</table>
# Verification

Ask your verifier to complete the verification checklist. Read the checklist so that you know what is being verified.

Your verifier is likely to be your workplace supervisor, manager, team leader or assessor. They must be a person who has observed you work over a period of time and can confirm that you have completed the tasks to the standard required. Your assessor may contact your verifier to discuss their comments.

## Verification form

**Note to verifier:**
You have been asked to complete this verification as the supervisor/manager of the trainee. You must have observed the trainee working over a period of time.

You need to be confident that the information the trainee has provided in the Peer Mentoring Scope Sheet is correct, and that the trainee consistently performs to the standards listed in the checklist below.

If you agree that the trainee meets these standards, please tick the boxes below. If you do not agree, please discuss the requirements with the trainee. Please comment on the trainee’s performance. The assessor may wish to contact you to discuss this verification.

I confirm that the information provided is correct, and that the trainee consistently performs to the standards listed below.

The trainee:

- established and applied effective communication strategies to develop and maintain trust and rapport with the peer mentee. [ER 2.1]
  
  Please comment:

- established the scope and boundaries of the mentoring relationship. [ER 2.2]
  
  *This may include frequency of meetings, amount of time involved, confidentiality of information and scope of matters to be covered.*
  
  Please comment:
- established the expectations and goals of the peer mentoring relationship for both the peer mentor and the mentee. [ER 2.2]

- applied strategies for effective peer mentoring. [ER 3.1]

- applied their own workplace knowledge and experience to support the mentee to achieve their goals and retain ownership of their goals. [ER 3.1]

- used appropriate and effective communication skills. [ER 3.1]
  *These may include supportive listening, questioning, providing constructive feedback, challenging limitations and non-verbal communication.*

  Please comment:

- evaluated and reviewed the strategies they used for peer mentoring to ensure effectiveness. [ER 3.2]

- reflected on and reviewed their own role and practice during peer mentoring. [ER 3.3]

- completed all tasks within the boundaries of their own role and responsibilities.

- reflected appropriate values, processes and protocols in relation to working with Māori, Pasifika and/or people from other cultures in a range of settings and environments. [EN 3]

Please comment on the trainee’s performance as a peer mentor.

If you are a verifier, please give your details as the assessor may wish to contact you.

<table>
<thead>
<tr>
<th>Verifier’s name:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Contact details (phone/email):</td>
<td></td>
</tr>
</tbody>
</table>
Task 2: Assessor’s feedback to trainee

When the assessor agrees that you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.