

Title	Provide mentoring in an organisation		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to provide mentoring in an organisation.
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Classification	Business Operations and Development > People Development and Coordination
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Available grade	Achieved
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Guidance Information

- 1 Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
 - the candidate’s workplace
 - where the candidate is a volunteer
 - a cultural, community, or sporting organisation
 - a special event.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 5 in the NZQF Levels Descriptors, which are available by searching for “levels descriptors” at www.nzqa.govt.nz.
- 4 *Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.
Organisational requirements may include but are not limited to:
 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.*Legislative/legal* refers to requirements that derive authority from legislation and/or the law.
Mentor refers to a person with specialist knowledge and wide ranging experience in the area in which they are mentoring, who provides support and advice to people on request in order to meet agreed outcomes.
Mentee is the person being mentored.

- 5 Legislation relevant to this unit standard includes: Health and Safety at Work Act 2015, Privacy Act 2020, and any other legislation relating to the organisation and/or its operations.
- 6 Evidence is required for at least five mentoring events over at least six months.
- 7 Coaching skills are covered by Unit 7114, *Coach adult learner(s)*.
- 8 It is an ethical requirement that:
- the mentees' anonymity is assured.
 - the mentees have agreed in writing to have their cases discussed.

Outcomes and performance criteria

Outcome 1

Provide mentoring in an organisation.

Performance criteria

- 1.1 Mentoring arrangements are agreed in accordance with organisational requirements.
- Range includes but is not limited to – desired outcomes, timeframe, monitoring, ongoing support.
- 1.2 Mentoring is conducted as agreed.
- 1.3 Mentee's progress is monitored and ongoing support is provided.
- 1.4 Mentee feedback establishes the effectiveness of the mentoring.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 February 2009	31 December 2014
Review	2	17 November 2011	N/A
Revision and Rollover	3	17 March 2016	N/A
Revision and Rollover	4	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the NZQA National Qualifications Services ngs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.