

WBL IN-COMPANY MENTOR COURSE COMPETENCY FRAMEWORK

EU WBL Mentor Competence Matrix

PLAN - Preparation and induction

1. Analyse the context – Ability to

- 1.a) demonstrate understanding of the school's VET needs
- 1.b) understand the WBL mentee's profile, learning style and most efficient way of learning
- 1.c) identify the company's expectations

2. Plan WBL objectives and actions to achieve them – Ability to

- 2.a) plan realistic, measurable and consistent with the WBL mentee's needs learning outcomes
- 2.b) determine and arrange feasible action plans of learning scenarios for achieving the WBL objectives
- 2.c) identify and plan the necessary resources to perform the mentoring process
- 2.d) define together the VET tutor and the mentee the optimal skills transfer plan

DO – Mentoring

3. Socialize the Mentee – Ability to

- 3.a) prepare the welcoming pack and ensure mutual commitment to a productive relationship
- 3.b) provide information about company's profile and culture
- 3.c) explain company's policies and procedures
- 3.d) ensure a sound social and behavioural integration within workers and Mentee
- 3.e) act as liaison with stakeholders involved in the mentoring process
- 3.f) promote the relationship between the Mentee and his school

4. Professionalize the Mentee – Ability to

- 4.a) transmit vocational knowledge, experience, know-how, and competences
- 4.b) professionalize the Mentee and promote his employability
- 4.c) support and empower the Mentee towards independent self-professional development, professional autonomy
- 4.d) facilitate creative thinking, problem solving and working culture to address the mentee's needs
- 4.e) ensure transferability of knowledge and competences in other workplaces
- 4.f) advise the WBL Mentee on matters related to work
- 4.g) perform as a role model and subject expert resource

5. Implement effective mentoring practices – Ability to

- 5.a) ensure effective coordination & implementation of the agreed WBL plan
- 5.b) apply Adult Education/Andragogical principles during mentoring practices
- 5.c) assist the WBL Mentee to carry out assignments related to the job & implement on real working conditions
- 5.d) keep records on Mentee's personal learning log/recording system according to the framework (e.g. contract, learning diary)

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5.e) demonstrate appropriate digital literacy and skills

6. Develop a productive mentoring relationship – Ability to

6.a) recognize and build upon abilities of the mentee to nurture a productive relationship

6.b) manage this relationship for achieving mutual benefit

6.c) encourage positive changes based upon strengths

6.d) apply creative communication tools and techniques to establish trust and open communication

6.e) support the mentee through identifying needs and advocating when/where appropriate

7. Manage challenges – Ability to

7.a) demonstrate flexibility to adjust the learning path according to the mentee's needs and constraints

7.b) use appropriate communication skills and meet decisions to resolve conflicts and minimize impact on the mentoring program and relationship

7.c) identify, analyse and manage crisis situations, use adequate communication in case of conflict

7.d) manage ethical issues and protect the Mentee's sensitive personal data

CHECK – Assessment

8. Assess the mentoring outcome – Ability to

8.a) apply structured & documented methods to assess at planned intervals

8.b) the integration

8.c) the acquired professional competences

8.d) the achievement of the objectives and related action plans

8.e) the relationship

8.f) include the company's satisfaction and the relationship with the team in the assessment

8.g) commit the WBL Mentee to self-assess

8.h) manage to involve collaborators in the assessment

8.i) share and agree the assessment results with the WBL Mentee

9. Self-assess the mentor – Ability to

9.a) self-assess the own WBL mentoring practices against recognised good practices

9.b) self-assess the social and behavioural competences (role model, communication, teamwork, availability)

9.c) identify own strengths and areas for improvement as a WBL Mentor

9.d) document the WBL Mentee's assessment of his WBL Mentor's mentoring practices

ACT – Improvement

10. Remediate the mentoring plan & outcome – Ability to

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- 10.a) revise the objectives as necessary and justify the changes
- 10.b) propose and mutually agree timely appropriate actions to remediate based on assessment results
- 10.c) involve collaborators in the remediation plans
- 10.d) inform the school of the revised objectives and action plans
- 10.e) communicate to the Academic mentor the strengths and the areas in which improvement is needed
- 10.f) advise the Mentee about performance on the job, in school and relationship with other employees

11. Improve the mentoring practices – Ability to

- 11.a) plan actions for improving the WBL Mentoring practices according to the assessment results
- 11.b) identify and address personal VET needs related to WBL Mentoring
- 11.c) demonstrate personal, social and learning to learn competence

BE – Social, Managerial & Behavioural

12. Soft skills

- 12.a) Integrity
- 12.b) Counselling
- 12.c) Responsibility
- 12.d) Acceptance by peers
- 12.e) Enthusiasm
- 12.f) Positive attitude
- 12.g) Empathy
- 12.h) Team player
- 12.i) Good communication skills
- 12.j) Active listening
- 12.k) Professionalism