Attachment B

Mentoring Checklist Template

How to Use

- Use this agreement as a living document throughout the mentoring relationship to monitor progress against agreed goals, keep activities on track, and adjust where needed.
- Review midpoint and final stages
- Aggregate results to measure program-level success

1. Mentoring Setup & Planning

Item	Checklist	Measures / Evidence
Mentor/mentee match established	☐	Match rationale documented (skills, goals, context)
Mentoring agreement in place	☐	Signed agreement covering expectations, roles, confidentiality
Clear goals established	☐	SMART goals linked to workforce capability and development
Contextualisation applied	☐	Evidence of tailoring (role, region, cohort, experience level)
Schedule agreed (frequency/ duration)	☐	Calendar invites / schedule documented
Delivery method agreed (F2F/virtual/blended)	☐	Method aligns with accessibility and digital capability

2. Relationship & Engagement Quality

Item	Checklist	Measures / Evidence
Trust and psychological safety established	☐	Mentee feedback (survey/interview)
Roles and responsibilities understood	☐	Initial discussion notes / agreement
Consistent engagement maintained	☐	Attendance rate (% of sessions completed)

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Item	Checklist	Measures / Evidence
Open, reflective dialogue evident	☐	Session notes demonstrate reflection and problem-solving
Cultural safety upheld	☐	Mentee reports feeling respected and culturally safe
Communication style appropriate	☐	Feedback indicates clarity, supportiveness, and respect

3. Capability Development (Core Mentoring Focus)

Area	Checklist	Measures / Evidence
Transition into VET role supported	☐	Mentee confidence rating improved (pre/post)
Assessment practice strengthened	☐	Improved compliance or moderation outcomes
Understanding of VET system improved	☐	Demonstrated knowledge (policies, compliance, systems)
Reflective practice demonstrated	☐	Evidence in journals, discussions, or feedback
Professional identity developed	☐	Mentee articulates career direction and role clarity
Digital literacy improved	☐	Increased use of learning/assessment technologies
Application of adult learning principles	☐	Observation of teaching practices or self-assessment

4. Workplace Integration & Performance

Item	Checklist	Measures / Evidence
Confidence in delivery improved	☐	Observation outcomes / self-assessment
Work readiness demonstrated	☐	Supervisor or peer feedback
Ability to engage learners improved	☐	Learner feedback / engagement indicators
Compliance alignment improved	☐	Audit outcomes / reduced errors
Collaboration within team strengthened	☐	Participation in team activities or peer engagement
Retention in role supported	☐	Retention data (remains in role after X months)

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5. Career Development & Pathways

Item	Checklist	Measures / Evidence
Individual career goals identified	☐	Documented development plan
Workforce pathways discussed	☐	Evidence of pathway planning (e.g. leadership, specialist roles)
Professional development linked	☐	PD activities identified and/or completed
Progression opportunities explored	☐	Applications, expressions of interest, or role changes
Transition milestones achieved	☐	Movement from casual → ongoing, or new responsibilities

6. Mentoring Process Effectiveness

Item	Checklist	Measures / Evidence
Mentoring commenced early (onboarding/transition)	☐	Start date aligns with role commencement/transition
Delivery method effective	☐	Mentee satisfaction with mode of delivery
Flexibility maintained	☐	Adjustments made based on evolving needs
Challenges identified and addressed	☐	Documented adjustments (e.g. pairing, frequency)
Ongoing evaluation conducted	☐	Regular review points completed

7. Final Review & Close-Out

Item	Checklist	Measures / Evidence
Final review completed	☐	Documented summary of progress
Goals achieved or progressed	☐	% of goals fully/partially achieved
Mentee satisfaction captured	☐	End-of-program survey
Mentor feedback captured	☐	Mentor evaluation
Future development plan agreed	☐	Updated career or PD plan
Mentoring relationship formally closed or extended	☐	Decision recorded

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8. Outcomes Measurement

Framework Outcome	Indicators	Measures
High retention of trainers and assessors	Retention rates	% retained at 6–12 months
Confident, skilled workforce	Confidence and capability growth	Pre/post self-assessment scores
Work-ready practitioners	Performance readiness	Supervisor validation / observation
Improved quality of training & assessment	Quality indicators	Audit results, learner outcomes
Positive onboarding experience	Mentee satisfaction	Induction/mentoring feedback surveys
Stronger organisational culture	Engagement and collaboration	Staff engagement scores, participation

Scoring Summary (for reporting)

Mid

- Engagement score (attendance + consistency): ____ / 10
- Capability development score: ____ / 10
- Workplace performance impact: ____ / 10
- Overall mentoring effectiveness: ____ / 10

Final

- Engagement score (attendance + consistency): ____ / 10
- Capability development score: ____ / 10
- Workplace performance impact: ____ / 10
- Overall mentoring effectiveness: ____ / 10

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