



# Mentor Admin

## Accepting Role as Mentor

The ESO Authorised Person will ask if you would like to mentor a mentee. If you agree, you will need to supply your Unique Student Identifier (USI) number to them for the nomination to be processed.

## Mentor Accepts Role via Email Link

When the ESO Authorised person has submitted the nomination for a new candidate, you will receive the following email:

Hello [Mentor Name]

You have been nominated as the mentor for [NAME OF CANDIDATE] in the [Name of Unit of Competency and Level Number] Unit of Competency .

As [CANDIDATE]'s mentor for this Unit of Competency, you are the key to the candidate being exposed to sufficient cases in a workplace to allow the candidate to gain both the skills and knowledge required to be later assessed as competent in the Unit.

In order to be able to perform this role, you must hold the Unit of Competency in the stream in which the candidate has enrolled, at level 2 or higher and have also undertaken a ATDP mentor training program. If you do not hold the qualification and have not undertaken the training mentioned, you must reject the role. When you accept the role, you will be asked to provide your Unique Student Identifier (USI). This must be entered so your qualifications can be verified.  
Click [HERE TO OPEN THE FORM](#) to accept or reject the role.

The candidate cannot begin training until you have done this.

Accepting the role has many intrinsic rewards for you and your mentee and ensures quality training for the advocates of the future.

Regards,  
The team at  
Advocacy Training and Development Program.

## Mentor to Orientate Mentee with the ATDP Online Portal

Mentor will explain the training process to the mentee and show them the ATDP Online Portal that they will use to complete their Workplace Experience Logbook (WEL).

The mentee will receive an email with login details to log into the ATDP online portal.

## Completing the Workplace Experience Logbook (WEL)

When the mentor logs into their ATDP online portal, they can see a Mentorship Tab in the main heading



Click on Mentorship tab. You will then see 'My Mentees' box with a list of all your mentees.

My Mentees					
#	Candidate	By RPL	USI Status	Progress	Action
1	[Redacted]	No	Verified	Select Status	Notify ATDP
	Compensation Advocate Level 3 View Quiz				
2	[Redacted]	No	Verified	Select Status	Notify ATDP
	Compensation Advocate Level 2 View Quiz				

(The names and the email addresses have been blacked out in the example above).

Click on the Unit of Competency for your mentee (e.g. Compensation Advocate Level 2).

Home Resources Units of Competency Mentorship SME allocations CPD

Log book : Compensation Advocate Level 2 Mentorship » Log book

Total Progress 100% Completed

Candidate Progress 100% Completed

Mentor Progress 100% Completed

Manage Log Book

Click the Blue Button on the right-hand side that says MANAGE LOG BOOK

You will then see the WEL.

#	Milestone	Portfolio of evidence checklist	Evidence Ready Tick	Activity	Feedback	Action
1	Prepare for an interview with a VEA client. Obtain the required forms, documents or other information necessary for the interview.					
2	Prepare for an interview with a DRCA client. Obtain the required forms, documents or other information necessary for the interview.					

Try to complete the Milestones in the order that they are listed.

Wait until your mentee has completed their comment, then click Green ACTION button to Edit your Mentor comment. (This will show when your Mentee has completed their notes.

Complete all the Milestones in the WEL.

### WEL Milestones and Evidence Requirements

The evidence requirements for the WEL are outlined in the 'Portfolio of Evidence' column of the trainees WEL.

The Portfolio documents should be saved onto a USB stick and easily identified for access at the Consolidated and Assessment program.

## Notifying ATDP Program Support Officers

You have three options to choose from in your MY MENTEES section.

- You can request E-learning for your mentee (if it hasn't already been assigned)
- You can advise that the mentee has completed the WEL and is ready for Consolidation and Assessment (C&A)
- You can archive the mentee if they are no longer training for that Unit of Competency (UoC).

USI Status	Progress	Action
Verified	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Select Status ▾</div><div style="background-color: #007bff; color: white; padding: 2px;">Select Status</div><div style="padding: 2px;">is ready for enrolment in eLearning</div><div style="padding: 2px;">has completed all workbook tasks</div><div style="padding: 2px;">has withdrawn from training</div><div style="background-color: #f0f0f0; padding: 2px;">Select Status ▾</div></div>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Notify ATDP</div>
Verified		<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Notify ATDP</div>

Click the NOTIFY ATDP button to send your message.