Advocacy Training and Development Program

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
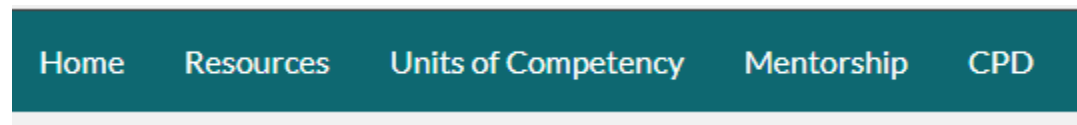Advocacy Training and Development Program.

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 Tabe in the main heading

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

(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 1).

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

#	Milestone	Portfolio of evidence checklist	Evidence Ready Tick	Activity	Feedback	Action
1	Observe the mentor or another person in the workplace interview a client. Discuss the preparation of the area and all elements of the interview process.					
2	Complete the learning unit Introduction to the ATDP. After watching the presentation, complete the quiz.					
3	Observe the mentor or another person in the workplace interview two additional clients, preferably where the claims are under different Acts.					
4	Complete the eLearning Unit Communications and Interview Techniques.					
5	Complete the eLearning Unit Non-Liability Health Care.					

You will then see the WEL.

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

Wait until your mentee has compelted their comment, then click Green ACTION button to Edit your Mentor comment.

Complete all the Milestones in the WEL.

WEL Milestones and Evidence Requirements

Here are the evidence requirements for the WEL.

> **ⓘ WEL MILESTONES AND EVIDENCE REQUIREMENTS**
>
> Assessment against the Unit of Competency NAT11019001 requires that candidates produce evidence that they meet all the elements and performance criteria of that unit of competency. Part of that evidence includes at least one case file for clients claiming compensation benefits under the three relevant Acts (VEA, DRCA and MRCA). The evidence which must be evident in each case file are:
>
> 1. Conduct an interview with a client to determine the client needs.
> 2. Research the evidence required to lodge a claim with the best chance of success. Such evidence may include but not be limited to
>   1. Service history records
>   2. Medical records from Defence and other sources
>   3. Proof of Identity documents (if required)
>   4. Incident reports
>   5. Claimant statement
>   6. Witness statements
> 3. Lodging the claim under the appropriate Act(s) using one of the accepted methods, indicating what evidence was submitted with the claim.
> 4. Receiving a decision (VEA) or determination (DRCA/MRCA) and interpreting the results.
> 5. Evidence of record keeping as required by the candidate's ESO.
>
> In addition, each case file must show that the candidate was involved under supervision in each of the elements. Where any one case file does not include all the above elements, additional case files must be produced such that each element can be confirmed twice under each Act.
>
> Assessors will validate the WEL entries using the case file documents and must confirm the required evidence has been presented. Candidates should be able to readily locate each document within the files and be prepared for questions on the case from the assessor.
>
> Evidence should be collected into a Portfolio of Evidence progressively as each WEL Milestone is completed. Mentors should check that the required evidence has been collected when signing off each Milestone. It is strongly recommended that the Portfolio of Evidence be collected electronically so that it can displayed to an Assessor on screen during the Consolidation 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)
- Your can archive the mentee if they are no longer training for that Unit of Competency (UoC).

Click the NOTIFY ATDP button to send your message.

Contact Details for Program Support Officers

If you have any questions throughout the mentoring process, please contact your Program Support Officer (PSO) in the initial instance.

Their contact details are listed here:

https://web.atdp.org.au/call.php