

## **ASTTBC Policy on Mentoring, Field Training and Assessment May 21, 2015**

### **Introduction**

The Mentoring, Field Training and Assessment Policy applies to all members and applicants regardless of discipline or technical specialty. In addition, some technical specialist Certification Board policies may specify supplemental conditions.

**Mentoring** is a voluntary, occupation-specific, helping relationship between someone that is recognized by peers to be experienced and competent in their field or discipline and is willing to develop a supportive professional volunteer relationship with a Mentee. The Mentee is typically a novice or inexperienced applicant or member aspiring to improve their competencies. Through a volunteer mentorship arrangement, the Mentee will learn ways to access professional networks that a one-on-one connection with a local mentor can offer. Examples of various types of mentorship include the traditional Master – Apprentice relationship, on-the-job training and supervision, an internship, a work place practicum, or job shadowing.

**Field Training** is an organized approach to providing experiential learning related to duties and tasks required of an individual to practice in a specific field or discipline. The relationship between an ASTTBC approved Field Trainer and a Trainee is a paid contractual agreement in which the Field Trainer plans, organizes and instructs the Trainee. Upon completion of Field Training session(s) the Trainee should have achieved the minimum competencies for one or more certification requirements specified by the relevant Certification Board. Ongoing formative assessment of the Trainee's knowledge, skills and abilities is an important part of every field training session. Three essential documents required for Field Training are: 1) Learning Contract describing anticipated learning outcomes, estimated hours and cost; 2) Report of the results of each field training session; and 3) Trainee's evaluation of the Field Training. Sample documents are provided in the Procedures on Mentoring, Field Training and Assessment document.

**Field Assessment** is a summative assessment of trainee or applicant competencies specific to their field or discipline. The relationship between an ASTTBC approved Field Assessor and a Trainee or Applicant is a paid contractual agreement in which the Field Assessor plans, organizes, and evaluates the actions of the Trainee or Applicant. The Field Assessor compares competencies demonstrated by the Trainee with the certification standards. A written report is prepared and submitted to the appropriate Certification Board. A copy of the assessment is given to the Trainee or applicant. If the Trainee or applicant failed the assessment the Field Assessor will summarize the deficiencies in a written report. Field Assessment is intended to be the final determination of whether or not the Trainee has achieved the minimum required standard for certification.

The Board of Examiners or Technical Specialist Certification Boards shall recommend qualified individuals that have expressed interest in being a Mentor, Field Trainer or Field Assessor. ASTTBC shall maintain and post on the website a register of approved Mentors, Field Trainers and Field Assessors.

The Registrar in consultation with the BoE or the respective Certification Board shall have the authority to remove from the approved list any Mentor, Field Trainer or Field Assessor that fails to comply with the ASTTBC policy and procedures on Mentoring, Field Training or Field Assessment.