

MENTOR GUIDELINES FOR NEEDS AND BARRIERS ASSESSMENTS

The purpose of these guidelines is to support the mentor to guide their participant to fully understand and accurately complete scoring against each question presented on the ITER Platform Sessions 1 TO 12.

The scores for each question given by the participant following the completion of each platform session will be recorded on the platform, highlight participant's priority barriers / needs in each of the four zones and enable the mentor and participant to co-design Personal Action Plan to address barriers/needs.

THE LIFE ZONE

Life Zone Area	Range	Question
1. Physical Health	<p>1 being has no reported health problems/issues or health problems/issues are under control through special precautions, medication etc and do not restrict undertaking VET or employment.</p> <p>6 being has one or more health problems/issues that require frequent / time consuming medical visits present significant restrictions on ability to undertake VET or employment.</p>	<p>On a scale of 1 to 6 with 1 being you have no reported uncontrolled health problems that would restrict full participation of VET or employment and 6 being you are health problems/issues that significantly impact your ability to participate in VET or employment</p> <p>What score would you give yourself?</p>
2. Mental Health/Stress	<p>1 being has no reported mental health conditions or stress due to current situation</p> <p>6 being has current or previous mental health illness in the last 12 months (e.g. hospitalisation, medication) which has significantly interfered with participating in VET or job search and feeling that stress levels are unmanageable due to current situation.</p>	<p>On a scale of 1 to 6 with 1 being you have no history of mental health conditions and experience no stress in relation to your current situation and 6 being you have a recent history of severe mental health conditions and are experiencing unmanageable stress levels due to current situation</p> <p>What score would you give yourself?</p>

3. Drug and/or Alcohol related issues	<p>1 being has no issues with drug or alcohol misuse or reports full recovery from drug/alcohol abuse (12 months or longer)</p> <p>6 being has a problem with drug or alcohol abuse that is not currently being treated and/or client reports recent history of drug/alcohol abuse at VET or at work and/or client exhibits behaviour that may indicate the presence of alcohol or drug misuse.</p>	<p>On a scale of 1 to 6 with 1 being you have no current or recent issues with drugs or alcohol misuse and 6 being you have a problem with the misuse of drugs and/or alcohol which is impacting my ability to focus on / commit to my training and employment goals</p> <p>What score would you give yourself?</p>
4. Caring Responsibilities	<p>1 being has no caring responsibilities (child/adult) or satisfactory care is currently being provided or is available/ accessible to meet needs.</p> <p>6 being caring responsibilities present a significant restriction to availability to participate in VET or employment e.g. care is not available, is unsuitable to need or care required is intense or specialised.</p>	<p>On a scale of 1 to 6 with 1 you do not have any caring responsibilities that will impact your ability to fully participate in VET or employment and 6 being your current caring responsibilities mean that you feel uncertain of your ability to commit to training or employment,</p> <p>What score would you give yourself?</p>
5. Mobility /Chill Factor	<p>1 is prepared to travel to VET or employment outside of the area or residence and no concerns with working with those from different sections of the community</p> <p>6 being unwilling to train or work outside of their own community / train or work with those from their own community</p>	<p>On a scale of 1 to 6 with 1 being I have no concerns attending college or working with others from outside of the immediate area I live in and 6 being I am only willing to train/work in my own area and with those from my own immediate community</p> <p>What score would you give yourself?</p>
6. Residence	<p>1 being is currently residing at a permanent address and has history of similar</p> <p>6 being is currently homeless (or at very high risk of) or living in emergency accommodation</p>	<p>On a scale of 1 to 6 with 1 being I am currently residing at a permanent address and 6 being I am currently homeless or living in emergency accommodation</p> <p>What score would you give yourself?</p>
7. Financial Status	<p>1 being financial situation / financial support is enough to meet daily living expenses including debt obligations</p>	<p>On a scale of 1 to 6 with 1 being my current financial income enable me to meet my daily living expenses and any debt obligations and 6 being my financial</p>

	<p>6 being financial resources are completely inadequate to meet living costs, living in poverty with high financial commitments reported</p>	<p>income is significantly less than what I need to meet my daily living expenses and other financial commitments</p> <p>What score would you give yourself?</p>
8. Benefit Dependency	<p>1 being current benefit situation does not have impact on their ability to move to VET or employment</p> <p>6 being cannot move to VET or employment due to benefits currently being received</p>	<p>On a scale of 1 to 6 with 1 being your current benefit situation has no impact on your ability to move to VET or employment and 6 being you feel you cannot move to VET or employment due to reliance on benefits currently received</p> <p>What score would you give yourself?</p>
9. Convictions/Criminal Record	<p>1 being no current or previous criminal record or record of petty crime that is spent (i.e. fines)</p> <p>6 being record of multiple or continuous convictions, repeat offending behaviour or convictions that will impact directly on employment goal</p>	<p>On a scale of 1 to 6 with 1 being you have no convictions/criminal record history that will affect your employment goals and 6 being you have a convictions/criminal record history that greatly impacts your employment goals</p> <p>What score would you give yourself?</p>
10. Confidence /Self Esteem/Motivation	<p>1 being is motivated and driven to find training/education/employment and is confident that this will happen in the near future</p> <p>6 being has low levels of confidence and self-esteem and feels that there is no training/education/employment options available to them at present</p>	<p>On a scale of 1 to 6 with 1 being and 6 being you feel motivated and confident that you will progress to VET or employment soon and 1 being you do not feel confident that you will find a suitable VET programme of employment soon and lack the motivation to progress this</p> <p>What score would you give yourself?</p>
11. Personal Appearance / Presentation	<p>1 being has a clean and tidy appearance that should have no negative impact on gaining employment</p> <p>6 being has an appearance or personal hygiene issues that will have a serious negative affect on gaining employment of chosen type.</p>	<p>On a scale of 1 to 6 with 1 being my appearance is clean and tidy and will have no negative impact on gaining my VET / Employment goals and 6 being my appearance has the potential to have a serious impact on my chosen VET/Employment goal</p> <p>What score would you give yourself?</p>

12. Motivation/Aspirations and Setting goals to achieve things	<p>1 being has a high level of motivation and clear aspirations to set and achieve personal goals.</p> <p>6 being has a very low level of motivation and vague/ no aspirations that has a serious negative impact on establishing personal goals.</p>	<p>On a scale of 1 to 6 with 1 being I am highly motivated to set clear and manageable goals to support achievement of my VET / Employment goals and 6 being my low levels of motivation and aspirations have the potential to have a serious impact on setting my VET/Employment goal</p> <p>What score would you give yourself?</p>
13. Reliability - Attendance and Punctuality	<p>1 being has extensive demonstration, through previous VET, employment or volunteering experiences, of a record of consistent and punctual attendance / full participation as attendance requires.</p> <p>6 being is unable to demonstrate any experiences that demonstrate an ability to meet attendance requirements of VET programmes, employment or volunteering commitments.</p>	<p>On a scale of 1 to 6 with 1 being you can clearly demonstrate your ability to attend appointments, training programmes and/or work at the times required for the time period required and 6 being I cannot demonstrate examples from the past where I have been able to consistently meet the attendance requirements of training programmes/employment in which I have engaged in.</p> <p>What score would you give yourself?</p>
14. Personal and Social Skills	<p>1 being has extensive demonstration, through previous experiences, of strong personal and social skills.</p> <p>6 being is unable to demonstrate experiences that show personal and social skills and such limited demonstrable skills will have a serious negative impact on establishing personal goals</p>	<p>On a scale of 1 to 6 with 1 being you can clearly demonstrate your strong personal and social skills and 6 being I cannot demonstrate examples from the past to demonstrate my personal and social skills</p> <p>What score would you give yourself?</p>
15. Problem Solving / Coping Skills	<p>1 being has extensive demonstration, through previous VET, employment, volunteering and/or life experiences of being able to identify ways to solve problems experienced and evaluate / provide solutions.</p> <p>6 being is unable to demonstrate any experiences that demonstrate an ability to identify ways to solve problems experiences.</p>	<p>On a scale of 1 to 6 with 1 being and 6 being when faced with problems in my life I am able to cope with the situation and logically work through options to solve/minimise the impact of the problem or 6 when faced with problems that affect my life I find it very difficult to cope and unable to find ways to solve the problem faced</p> <p>What score would you give yourself?</p>

THE LEISURE ZONE

Leisure Zone Area	Range	Question
1. Fitness/Exercise	<p>1 being currently participating in, and have a solid history of participating in, regular fitness/exercise programmes.</p> <p>6 being not currently participating in regular fitness/exercise programmes and has not been involved in such activities for a considerable time.</p>	<p>On a scale of 1 to 6 with 1 being you are interested in, and engaged in, regular fitness / exercise activities and 6 being you are not participating in, nor have any interest in, regular fitness /exercise programmes.</p> <p>What score would you give yourself?</p>
2. Social Interaction	<p>1 being actively involved in a range of activities which promote social interaction (e.g., youth clubs, sports groups, community groups, group events/programmes)</p> <p>6 being not involved in, has no recent involvement or interest in, participation in groups, activities or programmes that promote social interaction.</p>	<p>On a scale of 1 to 6 with 1 being you are interested in and engaged in activities that promote social engagement and 6 being you are neither participating in, nor have any interest in, activities that promote social engagement.</p> <p>What score would you give yourself?</p>
3. Team Activities	<p>1 being interested in and actively participating in team activities outside of existing training/education/employment.</p> <p>6 being not currently involved in any team activities and has little or no interest in getting involved in such</p>	<p>On a scale of 1 to 6 with 1 being you are interested in and engaged in team activities outside of existing training/education/employment and 6 being you are neither participating in, nor have any interest in, team activities outside of existing training/education/employment.</p> <p>What score would you give yourself?</p>

THE WORK ZONE

Work Zone Area	Range	Question
1. Employment Experience	<p>1 being verifiable employment experience either direct employment or unpaid work experience placement with an employer which can include reference(s) from past employer or work placement provider</p> <p>6 being no experience of paid or unpaid employment or work experience</p>	<p>On a scale of 1 to 6 with 1 being you have extensive employment experience and 6 being you have no employment experience,</p> <p>What score would you give yourself?</p>
2. Readiness for Work	<p>1 being aware of everything that will be required of them in the workplace as an employee</p> <p>6 being not knowing what will be required of them in the workplace as an employee</p>	<p>On a scale of 1 to 6 with 1 being you know everything that will be required of you in the workplace as an employee and 6 being you do not know at all what will be required of you in the workplace as an employee</p> <p>What score would you give yourself?</p>
3. Job Search Skills	<p>1 being understands fully where job opportunities are advertised e.g. Newspapers, Recruitment Agencies Public Employment Services, Specialist job listings websites social media etc</p> <p>6 being has no knowledge of how to start looking for a job</p>	<p>On a scale of 1 to 6 with 1 being you know everything about how to search for a job 6 being you do not know at all how to search for a job</p> <p>What score would you give yourself?</p>
4. Employment Goals	<p>1 being is very clear about the type of job they want and the skills experience and qualifications they need for it</p> <p>6 being has no idea about the type of job they would like</p>	<p>On a scale of 1 to 6 with 1 being you know the type of job you want and the skills, experience and qualifications you need for it and 6 being you have no idea about the type of job you want?</p> <p>What score would you give yourself?</p>

5. CV and Covering Letter writing skills	<p>1 being has a CV or knows how to produce one and can prepare a covering letter to accompany their CV when sending to an employer</p> <p>6 Being does not have a CV and does not know how to produce one and has no idea of how to prepare a covering letter</p>	<p>On a scale of 1 to 6 with 1 being you have or know how to write your CV and know how to write a covering letter to send your CV to an employer and 6 being you do not know how to produce a CV or a covering letter</p> <p>What score would you give yourself?</p>
6. Job Application Forms	<p>1 being is able to follow instructions and complete a job application form providing all required information</p> <p>6 being does not know how to complete a job application form</p>	<p>On a scale of 1 to 6 with 1 being you can follow instructions and complete a job application form providing all required information and 6 being you do not know how to complete a job application form</p> <p>What score would you give yourself?</p>
7. Job Interview Skills	<p>1 being understands the job interview process and can present their skills, knowledge and interests to a job interview panel with confidence</p> <p>6 being does not understand the job interview process and is unable to present their skills, knowledge and interests to a job interview panel with confidence</p>	<p>On a scale of 1 to 6 with 1 being you are confident attending a job interview and can present your skills, knowledge and interests with confidence to a job interview panel and 6 being you do not understand the job interview process and would not be confident at a job interview with an interview panel</p>

THE LEARNING ZONE

Leaning Zone Area	Range	Question
1. English Language	<p>1 being able to read and write Home country Language at Level 2 (GCSE Grade C or equivalent) and has formal qualification of this competence</p> <p>6 being cannot read or write in country of residence Language at all or have very limited ability</p>	<p>On a scale of 1 to 6 with 1 being qualified to read and write in language of country of residence at level 2 or above and 6 being no or very limited language of country of residence reading and writing skills,</p> <p>What score would you give yourself?</p>
2a Essential Skills – Language	<p>1 being able to speak national language fluently or to a very high standard (GCSE Grade C or equivalent) and has formal qualification of this competence</p> <p>6 being cannot have a conversation in English without an interpreter or can only speak the most basic words or phrases</p>	<p>On a scale of 1 to 6 with 1 being fluent, and qualified, in speaking language of country of residence and 6 being no or very limited language of country speaking skills.</p> <p>What score would you give yourself?</p>
2b Essential Skills – Numeracy	<p>1 being able to carry out basic numeracy work to a high standard (GCSE Grade C or equivalent) and has formal qualification of this competence</p> <p>6 being have considerable difficulty in carrying out basic numeracy work</p>	<p>On a scale of 1 to 6 with 1 being qualified and competent to carry out basic numeracy work at level 2 or above and 6 you have no qualification and very limited basic numeracy skills.</p> <p>What score would you give yourself?</p>
2c Essential Skills – ICT	<p>1 being able to carry out basic ICT work to a high standard and have formal qualification of this competence (eg ECDL, ICT level 2 etc)</p> <p>6 being have no skills in ICT and lack confidence in using ICT.</p>	<p>On a scale of 1 to 6 with 1 being qualified and competent to carry out basic ICT work at level 2 or equivalent and 6 you have no qualification, skills and lack confidence in using ICT</p> <p>What score would you give yourself?</p>

3. Formal Education – Secondary Level	<p>1 being has completed secondary level education at Year 12 or 14 and hold secondary level qualifications (minimum 5 GCSES Level 2 or equivalent)</p> <p>6 being has left secondary education early and/or have no secondary level qualifications.</p>	<p>On a scale of 1 to 6 with 1 being you have completed secondary education with minimum of 5 GCSEs (including English and Maths) and 6 being you did not complete secondary education and/or you have no or few secondary level qualifications</p> <p>What score would you give yourself?</p>
4a.Vocational- Related Training	<p>1 being has achieved (up to date and industry recognised) vocationally relevant qualifications/ certificates / licences applicable to your employment goals.</p> <p>6 being have no up to date, relevant vocationally -related qualifications applicable to my employment goals</p>	<p>On a scale of 1 to 6 with 1 being you know the type of job you want and the vocational- related skills and qualifications you need for it and 6 being you have no vocational-related training for the type of job you want.</p> <p>What score would you give yourself?</p>
4b VET or Employment Goal Setting	<p>1 being has one of more clearly defined VET /Employment Goals that suit their education and experience</p> <p>6 being is unable to identify realistic and VEY/Employment goals</p>	<p>On a scale of 1 to 6 with 1 being you have clearly defined VET/Employment goals that suit your education and experience and 6 being you are unable to identify any VET/Employment Goals</p> <p>What score would you give yourself?</p>
5a Skills for Employment – Demonstrated Abilities/Skills	<p>1 being has several marketable abilities/skills with most having been demonstrated in a previous training, employment or volunteer setting</p> <p>6 being has very few marketable abilities/skills and no or very limited demonstration of skills through training, employment or volunteering</p>	<p>On a scale of 1 to 6 with 1 being you have clearly demonstrated skills and abilities through previous training/employment/volunteering and 6 being you have no or very limited demonstrated skills and abilities through previous training. employment. volunteering</p> <p>What score would you give yourself?</p>

5b Skills for Employment – Local Labour Market Demand	<p>1 being the local labour market demand for individual's skills and abilities is high and stable</p> <p>6 being the local labour demand for individual's skills and abilities is very low/declining or unstable</p>	<p>On a scale of 1 to 6 with 1 being you have skills and abilities that are in high and stable demand in the local labour market and 6 being you have skills/abilities that are in low/declining or unstable demand by the local labour market</p> <p>What score would you give yourself?</p>
5c.Skills for Employment – Transferability	<p>1 being has several abilities / skills that are transferrable to current employment goals and local employment settings</p> <p>6 being abilities/skills are not transferable to current employment goals or local employment settings</p>	<p>On a scale of 1 to 6 with 1 being you have several abilities and skills that will transfer to current employment goals and employment settings and 6 being your skills/abilities will not transfer to your employment goals/local employment settings</p> <p>What score would you give yourself?</p>