

Mentoring check-in and reset prompts



Keeping mentoring useful, bounded and sustainable

Part of the AUSMASA Trainer and Assessor VET Career Framework

Consultation identified that mentoring often continues informally after its original purpose has passed, particularly for experienced trainers and assessors. This tool addresses the mentoring load and role-creep risks by supporting periodic check-ins to confirm that mentoring arrangements remain useful, appropriate, and sustainable for everyone involved.

What the tool is

A short set of prompts to help mentors and mentees check in on how a mentoring or buddy relationship is working, and to reset focus or boundaries where needed.

Who is the tool for?

Mentors, mentees, buddies and organisations support mentoring arrangements.

When to use the tool

Use this tool:

- during ongoing mentoring relationships
- when mentoring has become informal or open-ended
- when roles, workload or expectations change
- before mentoring becomes assumed rather than agreed

How to use the tool

Use one or two prompts as part of a regular or planned check-in. The aim is to review usefulness and sustainability, not to evaluate performance or measure commitment.

Mentoring check-in and reset tool

1. Checking relevance and focus

- What is the main purpose of this mentoring relationship right now?
- Is the current focus still useful, or has it shifted over time?
- Are we clear on what this mentoring space is for? When someone brings a concern, do I tend to listen first, move quickly to fixing, minimise the issue, or defer action?

2. Reviewing boundaries and load

- How manageable does this mentoring feel alongside other responsibilities?
- Have expectations about availability or responsibility grown without being discussed?
- Is either of us carrying more than was originally intended?

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3. Reflecting on what is working

- What aspects of this mentoring relationship are most helpful?
- What support has made the biggest difference so far?
- What feels less useful or no longer needed?

4. Deciding what shifts may help

- Does this mentoring need to continue as it is, change focus, or pause for now?
- Would different or additional support be more helpful at this stage?
- What changes would improve sustainability for both of us?

5. Agreeing on next steps

- What do we want to continue doing?
- What do we want to change or stop?
- When should we check in again to see how this is working?

Not all mentoring relationships need to be ongoing. Reviewing and resetting support are normal parts of sustainable practice.

Learn more about the Trainer and Assessor VET Career Framework

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