

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	TRAINERS METHODOLOGY LEVEL I (IN-COMPANY TRAINER)		
Units Of Competency Covered	<ul style="list-style-type: none"> • Perform job analysis • Prepare for training • Conduct training • Conduct end-of-training assessment 		
Instruction:			
<ul style="list-style-type: none"> • Read each question and check the appropriate column to indicate your answer. 			
Can I?	YES	NO	
PERFORM JOB ANALYSIS			
• List in sequence the duties and tasks			
• Draft formal letter using relevant terms for effective communication *			
• Identify initial job profile vis-à-vis competencies based on accessed information/references			
• Review and finalize job profile after validation *			
• Perform task analysis using references and finalized job profile as basis *			
PREPARE FOR TRAINING			
• Identify current competencies of the target group			
• Identify training gaps based on current competencies and company standards *			
• Identify working and learning tasks based on the identified training gaps of target group *			
• Prepare learning objectives based on identified training gaps			
• Draft course outline based on identified learning objectives *			
• Prepare training plan indicating the rotation plan, learning objectives, learning activities, training delivery mode, assessment activities and existing support mechanism *			
• List learning materials and other resources based on budget requirement and training objectives *			
CONDUCT TRAINING			
• Prepare training facilities and/or resources based on training requirements *			
• Consider work safety and health concerns related to conduct of training			

<ul style="list-style-type: none"> • Prepare for training by adjusting training delivery/plans in accordance with trainees' profile, work/training environment and available resources * 		
<ul style="list-style-type: none"> • Examine trainees' profile in reference to trainee entry level requirements * 		
<ul style="list-style-type: none"> • Deliver a workplace training session based on the training plan * 		
<ul style="list-style-type: none"> • Guide learners' performance and support the learning process* 		
<ul style="list-style-type: none"> • Evaluate training session based on training plan * 		
<ul style="list-style-type: none"> • Adjust parts of competency-based training (CBT) delivery system based on evaluation results 		
CONDUCT END-OF-TRAINING ASSESSMENT		
<ul style="list-style-type: none"> • Review sufficiency of required evidence requirements with reference to outcome of job analysis 		
<ul style="list-style-type: none"> • Check appropriateness, validity and correctness of assessment methods 		
<ul style="list-style-type: none"> • Prepare assessment activities, venue resources and tools/supplies/materials needed based on plan * 		
<ul style="list-style-type: none"> • Demonstrate conduct of orientation on context, purpose, methods, tools and activities of assessment * 		
<ul style="list-style-type: none"> • Demonstrate giving feedback to learners based on the assessment result of learner's performance * 		
<ul style="list-style-type: none"> • Review and evaluate efficiency of assessment activities, ex. identifies reasonable adjustments in assessment procedure for differently-abled learners * 		
<p>I agree to undertake assessment with the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
Candidate's Name & Signature	Date	