

## SELF ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 1:	• <b>CONDUCT TRAINING NEEDS ANALYSIS (TNA)</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
Can I?	<b>YES</b>	<b>NO</b>	
• Hold discussions with clients to identify objectives, expectations, and other requirements *			
• Identify and analyze issues to be addressed to determine the impact on client's objectives and requirements			
• Identify the TNA respondents/target group based on objectives and requirements			
• Develop research plan based on objectives and requirements*			
• Present to concerned persons and finalize research plan using appropriate method for collecting information			
• Design TNA instruments following the prescribed format			
• Validate the TNA instrument to a select group of respondents to check on consistency and validity prior to actual use			
• Gather data and analyze information using valid analysis method*			
• Conduct orientation regarding the study			
• Disseminate TNA instruments to identified respondents			
• Gather filled out TNA instruments in accordance with procedures appropriate to the method selected			
• Analyze information using reliable valid data analysis methods to determine skills gaps that can be addressed through training or other intervention			
• Prepare conclusions on training needs supported by evidence and consistent with research objectives			
• Provide client with options for meeting identified training skills			
• Prepare report and provide client with advice and recommendations on training needs *			
<b>Candidate's Name &amp; Signature</b>	<b>Date</b>		

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Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 2:	• <b>DEVELOP TRAINING CURRICULUM</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
1. Identify training regulations appropriate for the course to be developed*			
1.1. Identify and consult stakeholders to establish training aims and requirements			
1.2. Identify, access, confirm the training regulation or other relevant specification on which to base learning program			
1.3. Identify training requirements based on results of TNA			
2. Develop Learners profiles and identify potential learners*			
2.1. Prepare learner's profile needed upon entry to the course			
2.2. Determine language and literacy requirements of the learner according to profile			
3. Analyze and interpret competency standards in developing a curriculum module/learning outcome*			
3.1. Analyze and interpret competency standards/other relevant specifications to determine specific learning objectives/outcomes/goals			
3.2. Clearly specify competencies to be acquired by the learner			
3.3. Develop and modify modules of instructions according to needs and procedures			
3.4. Establish learning outcomes and assessment criteria according to procedures			
3.5. Identify resources required to support the training curriculum			
3.6. Design training curriculum based on the requirements of the competency standards			

4. Develop course design*		
4.1. Identify the modules of instruction based on the competency standard		
4.2. Link course entry and exit points with occupational and educational opportunities		
4.3. Identify and document prerequisites for the course and for specific units/modules within the course		
4.4. Incorporate adult learning theory and principles in designing the curriculum		
4.5. Use variety of delivery strategies appropriate for specific module/learning outcome		
4.6. Determine the assessment method appropriate to module of instruction		
4.7. Specify the trainers qualification who shall implement the course		
5. Validate training curriculum with other persons*		
6. Finalize training curriculum and submit to appropriate personnel *		
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## SELF ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 3:	• <b>DEVELOP LEARNING MATERIALS</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Verify the brief, type of learning materials with the client			
• Identify characteristics of the learners/end users of the learning resource			
• Gather, collate and analyze existing information which may be relevant			
• Identify and act upon ethical and legal considerations			
• Write and document a development work plan			
• Generate a range of design options using a variety of principles and techniques			
• Establish design concepts, taking into consideration process, material, quantity, cost and outcome requirement			
• Take time to reflect on the designs, identifying the implications of each			
• Research and embed the diversity of the learners and their learning styles into the design specifications			
• Develop and confirm an outline or prototype for the learning resource			
• Identify relevant personnel to support the development phase, if needed			
• Develop content and content specification accordance with the agreed design			
• Divide the learning materials into manageable chunks/segments of learning principles and techniques			
• Access and modify/customize existing learning materials to suit the learning purposes and audience and audience			
• Develop and document new, relevant and engaging learning activities and related materials based on application of learning principles			
• Use clear, concise, grammatically correct and appropriate text for the intended audience/s			

• Format the resource using an appropriate style guide		
• Use relevant, instructive and appropriate visuals for the intended audience/s		
• Establish mechanisms for reviewing work in progress		
• Make modifications to the design and/or content, to address changes in project parameters		
• Develop Prototype systems and components in accordance with the agreed design		
• Develop and confirm mock-up/simulator's plan and specification with the client		
• Identify relevant personnel to support the development phase, if needed		
• Develop manual for prototype, model/simulator		
• Check content of the developed materials against content specifications		
• Check text, format and visual design for clarity and focus		
• Identify relevant personnel and seek support for the review and validation		
• Conduct an external review and incorporates using appropriate methods, and feedback		
• Review final draft against the brief and other relevant criteria prior to delivery to the client		
• Review the design and development process against appropriate evaluation criteria		
• Take time to reflect and identify areas for improvement		
• Document identified improvements for future projects		
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## SELF ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 4:	• <b>DEVELOP COMPETENCY ASSESSMENT TOOLS</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Identify competency standards which describe the work activities to be assessed			
• Read and interpret relevant unit(s) of competency to identify the required evidence			
• Identify evidence requirements which show full coverage and consistent performance of the relevant work activities*			
• Identify suitable assessment methods that are consistent with the evidence requirements and the advice provided in the Evidence Guide and relevant Assessment Guidelines *			
• Select assessment methods which are appropriate for the competency being assessed, and in line with the purpose and assessment context *			
• Prepare assessment tools in accordance with the advice provided in the relevant Assessment Guidelines*			
• Prepare clear and concise written instructions and materials for the assessor and the candidate which accurately describe the assessment activity			
• Check assessment tools for validity, fairness, safety and cost effectiveness *			
• Check draft assessment tools against evaluation criteria and revise, when necessary			
• Pilot test assessment tools with a small group of assessors and industry practitioners			
• Analyse data gathered through the validation to establish any changes that maybe required *			
• Finalize assessment tools incorporating suggested changes as appropriate *			
• Explain the principles of reasonable adjustment			
• Explain legal and ethical responsibilities associated with the assessment procedures			
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## SELF ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 5:	• <b>DESIGN AND DEVELOP MAINTENANCE SYSTEM</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<ul style="list-style-type: none"> <li>• Identify and comply with applicable Occupational Health and Safety (OHS), legislative and organizational requirements relevant to organizing maintenance programs</li> </ul>			
<ul style="list-style-type: none"> <li>• Recommend maintenance intervals of facility and equipment based on specifications, service requirements and workplace procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Separate special requirements for maintenance from routine /day-to-day maintenance schedules</li> </ul>			
<ul style="list-style-type: none"> <li>• Specify and develop an outline plan for maintenance and a related work schedule</li> </ul>			
<ul style="list-style-type: none"> <li>• Establish and maintain communication protocol in accordance with OHS requirements</li> </ul>			
<ul style="list-style-type: none"> <li>• Identify and confirm work requirements with appropriate parties or by site inspection</li> </ul>			
<ul style="list-style-type: none"> <li>• Identify and monitor relevant codes and standards throughout the work procedure</li> </ul>			
<ul style="list-style-type: none"> <li>• Identify, obtain and inspect resources and service providers in compliance with work plan and job specifications</li> </ul>			
<ul style="list-style-type: none"> <li>• Select and interpret relevant plans, drawings and text in accordance with the work plan</li> </ul>			
<ul style="list-style-type: none"> <li>• Prepares maintenance plan in detail including sequencing, prioritizing and considerations are made where appropriate for the maintenance of safety, security and capacity in accordance with system/site/organization requirements and reference information</li> </ul>			
<ul style="list-style-type: none"> <li>• Resolve coordination requirements, including requests for isolations where appropriate, with others involved, affected or required by the work</li> </ul>			
<ul style="list-style-type: none"> <li>• Select prevention and/or control measures based on identified potential hazards</li> </ul>			
<ul style="list-style-type: none"> <li>• Define work scope based on equipment and facility maintenance history, condition monitoring information, recent modifications and existing status</li> </ul>			
<ul style="list-style-type: none"> <li>• Prepare and assess impact cost of maintenance on budget</li> </ul>			
<ul style="list-style-type: none"> <li>• Access and interpret compliance documentation relevant to facilities and equipment maintenance management systems</li> </ul>			

• Develop maintenance strategy for facility and equipment according to organization requirements		
• Identify data to be included in the reports on repair work		
• Establish systems to ensure that the condition and performance of equipment and facilities are regularly reported and discussed within the organization		
• Identify areas /items prone to defects, demonstrating frailty, or scheduled for regular maintenance		
• Inform individuals in the organization responsible for performing regular or scheduled maintenance duties of the details of the plan		
• Schedule and checks staff rosters to verify time when the maintenance process may be scheduled including optimum training for shut- down		
• Develop detailed work plans to accord with training schedules, availability of expertise and scheduling of resource availability		
• Complete maintenance work schedule following the work plan		
• Establish systems and procedures to satisfy identified maintenance requirements		
• Recommend appropriate procedures for further testing of equipment to appropriate personnel		
• Make adjustments to the work schedule and plan based on experience and completed documentation		
• Complete and forward maintenance records and reports to appropriate personnel		
• Establish procedures to confirm the currency of and compliance with facility and equipment maintenance and safety standards		
▪ Establish procedures to evaluate and confirm system/equipment in compliance with organizational requirements		
▪ Establish system of recording and reporting facility and equipment information		
▪ Establish procedures incorporating feedback of the review system		
▪ Establish procedures for response to instances of non-compliance or other discrepancies/ deficiencies revealed by a review		
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Qualification:	<b>TRAINERS METHODOLOGY LEVEL II</b>		
COC 6:	• <b>DEVELOP LEARNING MATERIALS FOR E-LEARNING</b>		
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
Can I?	<b>YES</b>	<b>NO</b>	
• Establish learning resource specifications in line with target user requirements and intended delivery mode*			
• Prepare instructional design in accordance with content and established specifications *			
• Prepare work plan in line with the expected output & the target deadline *			
• Prepare prototype in line with instructional design *			
• Prepare media elements in line with instructional design and learning resource specifications *			
• *Perform authoring of learning resources in line with the intended delivery mode and with established learning resource specifications *			
• Discuss with concerned personnel in line with establishment policy the technical and/or content issues that may result in deviations of actual resources from instructional design *			
• Develop utilization guide in line with learning resource features & design *			
• Develop test criteria and instrument in line with learning material specifications *			
• Identify test sites and reviewers in line with established target users *			
• Undertook testing of learning resources in line with work plan *			
• Address feedback and suggestions in line with approved work plan and development cycle *			
• Explain IT principles underlying the use of the Internet and the World Wide Web in e-learning			
• Explain principles of learning as applied to the use of internet technology			
• Explain the principles of instructional design as applied to e-learning			
• Describe learners' behavior and characteristics in an e-learning environment			

• Explain the principles of research (as applied to e-learning materials development)		
• Explain project management principles as applied to e-learning materials development		
• Design instruction as appropriate to e-learning materials development		
• Edit photos as appropriate to e-learning materials development		
• Illustrate digital images and objects as appropriate to e-learning materials development		
• Edit videos as appropriate to e-learning materials development		
• Edit audio as appropriate to e-learning materials development		
• Make use of authoring software as appropriate to e-learning materials development		
• Practice facilitation as appropriate to e-learning materials development		
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