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### SELF-ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY I</b>		
Project 1:	<b>DELIVER TRAINING SESSION</b>		
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• <b>Plan Training Session</b></li> <li>• <b>Facilitate Training Session</b></li> <li>• <b>Utilize Electronic Media in Facilitating Training</b></li> <li>• <b>Maintain Training Facilities</b></li> <li>• <b>Supervise Work-Based Learning</b></li> </ul>		
<b>Introduction:</b> <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>	
<b>PLAN TRAINING SESSION</b>			
• Review and analyse relevant curriculum documents*			
• Determine competencies of target group*			
• Compare competencies to be attained with the current competencies of the target group			
• Use results of comparison to determine training requirements*			
• Validate the training requirements with appropriate people			
• Prepare instructional blueprint and learning engagement plan			
• Identify training delivery modes*			
• Address training methods that pertains to the required competencies			
• Determine sequence of training activities			
• Identify resources to support learning			
• Finalize session plan according to required format			

• Prepare basic instructional materials that are focused on key concepts or ideas related to the work activity under consideration		
• Prepare clear and appropriate presentation materials		
• Determine language, style and format of the materials appropriate to the trainee's characteristics and needs		
• Read and interpret relevant modules of instruction to identify the required evidence		
• Determine evidence requirements which show full coverage of the training module to be assessed and consistent performance of the relevant learning activities		
• Identify and select suitable assessment methods appropriate with the learning outcome of a module		
• Prepare assessment instruments in accordance with the content and learning outcome specified under the assessment criteria of a module of instruction		
• Check assessment instruments for validity, fairness, safety and cost effectiveness		
• Check availability of resources required for training*		
• Identify and arrange appropriate training locations according to the training needs*		
• Document resource requirements and arrange access in accordance with the organization, procedures and appropriate staff		
<b>FACILITATE TRAINING SESSION</b>		
• Prepare appropriate training facilities/resources based on the session requirement *		
• Prepare and set up learning stations according to learning activities		
• Prepare and set up tools and equipment according to learning activities		
• Prepare pre-assessment instruments in accordance with the number of applicants		
• Explain the context and procedures of pre-training assessment according to the guidelines		
• Gather evidence using the assessment tools specified in the evidence plan		
• Evaluate evidences and discuss feedback based on the results of the pre-training assessment		
• Determine and credit current competencies and prior learning		
• Evaluate characteristics and profile of learners		

• Orient the learners on the CBT delivery system		
• Use appropriate training methods based on the level and characteristics of the learners		
• Assist learners to achieve session outcomes		
• Monitor work and learning activities based on training plan		
• Provide feedback to improve learners' competence		
• Orient learners on the evidence requirements relevant to the evidence plan		
• Provide competency assessment tools, materials and equipment to learners		
• Gather and document evidences using relevant assessment tools		
• Record assessment results in accordance with the approved rating system		
• Use appropriate feedback mechanism to inform learner of his/her progress		
• Use appropriate training session evaluation instruments		
• Make interpretation on the results of evaluation on delivery of training session		
• Make adjustments on delivery of training session based on the results of evaluation		
<b>UTILIZE ELECTRONIC MEDIA IN FACILITATING TRAINING</b>		
• Inspect electronic media equipment in accordance with specified checklist*		
• Identify abnormalities or faults and anticipates problem areas*		
• Identify health and safety hazards*		
• Set up equipment in accordance with health and safety standards*		
• Operate electronic media equipment in accordance with user's manual		
• Use equipment for optimum performance based on its capacity*		
• Implement teacher- and learner-centered learning principles as appropriate in the execution of the session plan*		
• Periodically apply preventive maintenance procedures, diagnostic tools, and system checks*		

• Maintain checklist in accordance with standard operating procedure*		
• Store audio visual and multimedia equipment in safe rack or cabinet*		
• Abide with safety practices related to electrical, radiation, and shock hazards		
• Refer to correct documentation regarding materials and tool uses and specifications		
• Apply trade theory appropriately		
• Abide with the provisions of relevant licensing agreements		
• Adopt relevant industry and community practices and experiences		
• Maintain appropriate documents and records		
<b>MAINTAIN TRAINING FACILITIES</b>		
• Identify training facilities and equipment		
• Prepare requisition for instructional equipment, tools, supplies and materials according to established procedures		
• Prepare training equipment, tools, materials/supply inventory		
• Research thoroughly the equipment, tools, supplies and materials option and considers ergonomic requirements		
• Identify and justify the equipment, tools, supplies and materials		
• Document accurately the equipment and systems impact on learners according to procedures		
• Establish maintenance activities according to policies		
• Identify equipment to be maintained		
• Identify and prepare maintenance activities, resources and schedule according to job requirements		
• Identify technical support services as necessary		
• Carry out regular inspections in the work area according to workplace procedures and standards		
• Maintain facilities in accordance with Occupational Health and Safety regulations		
• Check disposal of waste and dangerous chemicals in accordance with Occupational Health and Safety, regulations and organizational policies and other regulations		

• Secure instructional materials and /equipment in safe places in accordance with procedures		
• Execute regular maintenance activities and routine servicing/repair according to scheduled plan		
• Follow maintenance procedures in accordance with the manufacturers manual and organization policies		
• Respond to failed or unsafe equipment in accordance with organizational policies & procedures		
• Secure equipment and tools according to safety standards		
• Report complex faults or repair requirements outside area of responsibility or competence for specialist assistance in accordance with organizational procedures		
• Document and report maintenance activities according to procedures		
• Carry out regular inspections in the work area according to workplace procedures and standard		
• Document and report maintenance and repair activities according to organizational policies		
• Safe keep documents according to procedures		
<b>SUPERVISE WORK-BASED LEARNING</b>		
• Access and interpret relevant policies and guidelines to guide the development of work-based arrangements*		
• Identify and discuss with relevant personnel the goals for trainees' learning*		
• Prepare training plan in accordance with agreed outcomes*		
• Develop, discuss, and agree training schedule with relevant personnel*		
• Identify and arrange support mechanisms according to the needs of the trainees*		
• Confirm with relevant personnel the availability of materials within budget*		
• Explain to trainees the objectives for undertaking work-based training and the processes involved in this*		
• Conduct visits to work-based training venue to ensure training arrangements are implemented*		
• Monitor and record trainee progress against the training plan and addresses contingencies*		
• Observe work performance and suggest alternative approaches*		
• Monitor OHS requirements to ensure health, safety, and welfare of trainees*		

• Provide feedback about work performance to trainees*		
• Analyze work performance and learning achievement in accordance with requirements*		
• Encourage trainees to provide feedback on their learning experience*		
• Evaluate effectiveness of work-based learning against the extent of attainment of the objectives*		
• Recommend improvements and changes to work-based learning based on the review process		
• Explain the principles of learning as applied to work-based learning		
• Explain learning styles as applied to work-based learning		
• Facilitate group discussion and interaction		
• Handle difficult trainees and situations		
• Manage group activities		
• Manage conflict in the session		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.		
<b>Candidate's Signature:</b>	<b>Date:</b>	

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### SELF-ASSESSMENT GUIDE

Qualification:	<b>TRAINERS METHODOLOGY I</b>		
Project 2:	<b>CONDUCT COMPETENCY ASSESSMENT</b>		
<b>Introduction:</b>			
<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 organize activities in the workplace, training center or assessment center in accordance with the relevant Evidence Guide.</li> </ul>			
<ul style="list-style-type: none"> <li>• Obtain, check and arrange resources required for assessment as specified in the Evidence Guide and the assessment tools within a safe and accessible assessment environment.</li> </ul>			
<ul style="list-style-type: none"> <li>• Check cost of assessment and assessment process to ensure compliance with organizational policy and procedures.</li> </ul>			
<ul style="list-style-type: none"> <li>• Inform appropriate personnel on the assessment activity in line with organizational policy and procedures.</li> </ul>			
<ul style="list-style-type: none"> <li>• Explain the context and purpose of assessment to candidates in line with the requirements of the relevant Assessment Guidelines.</li> </ul>			
<ul style="list-style-type: none"> <li>• Determine the needs of the candidates to establish any allowable adjustments in the assessment procedure.</li> </ul>			
<ul style="list-style-type: none"> <li>• Convey information using verbal and non-verbal language which promotes a supportive assessment environment.</li> </ul>			
<ul style="list-style-type: none"> <li>• Explain legal and ethical responsibilities associated with the assessment to the candidates in line with the relevant Assessment Guidelines.</li> </ul>			
<ul style="list-style-type: none"> <li>• Explain clearly the competency standards to be assessed and the evidence to be collected to the candidate.</li> </ul>			
<ul style="list-style-type: none"> <li>• Explain the assessment procedure to the candidate in line with the relevant Assessment Guidelines.</li> </ul>			
<ul style="list-style-type: none"> <li>• Gather evidence using assessment methods specified in the relevant Evidence Guide.</li> </ul>			

<ul style="list-style-type: none"> <li>Gather and document evidence in accordance with the assessment procedures specified in the relevant Assessment Guidelines.</li> </ul>		
<ul style="list-style-type: none"> <li>Incorporate reasonable adjustments in the evidence gathering procedures, where appropriate, in line with the procedures detailed in the Assessment Guidelines.</li> </ul>		
<ul style="list-style-type: none"> <li>Gather and document evidence using the relevant assessment tools.</li> </ul>		
<ul style="list-style-type: none"> <li>Evaluate the evidence in terms of the rules of evidence</li> </ul>		
<ul style="list-style-type: none"> <li>Evaluate the evidence according to the dimensions of competency</li> </ul>		
<ul style="list-style-type: none"> <li>Make the assessment decision based on evaluation of the evidence and requirements of the relevant unit(s) of competency</li> </ul>		
<ul style="list-style-type: none"> <li>Record accurately the assessment results in accordance with approved record keeping guidelines of the organization</li> </ul>		
<ul style="list-style-type: none"> <li>Maintain records of the assessment procedure, evidence collected and confidentiality of assessment outcomes according to the approved policy guidelines of the organization.</li> </ul>		
<ul style="list-style-type: none"> <li>Organize issuing of certificates in line with approved policy guidelines of the organization.</li> </ul>		
<ul style="list-style-type: none"> <li>Give clear and constructive feedback on the assessment decision to the candidate in line with the relevant Assessment Guidelines.</li> </ul>		
<ul style="list-style-type: none"> <li>Explore ways of overcoming any gaps in competency with the candidate</li> </ul>		
<ul style="list-style-type: none"> <li>Advise the candidate of available reassessment in line with the organizational policy and procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Record and report promptly any assessment decision disputed by the candidate to appropriate personnel in line with organizational policy and procedures</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
<b>Candidate's Signature:</b>	<b>Date:</b>	