SELF-ASSESSMENT GUIDE

<table>
<thead>
<tr>
<th>Qualification:</th>
<th>TRAINERS METHODOLOGY I</th>
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</thead>
<tbody>
<tr>
<td>Project 1:</td>
<td>DELIVER TRAINING SESSION</td>
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### Units of Competency Covered:
- Plan Training Session
- Facilitate Training Session
- Utilize Electronic Media in Facilitating Training
- Maintain Training Facilities
- Supervise Work-Based Learning

### Introduction:
- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

<table>
<thead>
<tr>
<th>CAN I?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td><strong>PLAN TRAINING SESSION</strong></td>
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<tr>
<td>Review and analyse relevant curriculum documents*</td>
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<tr>
<td>Determine competencies of target group*</td>
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<tr>
<td>Compare competencies to be attained with the current competencies of the target group</td>
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<tr>
<td>Use results of comparison to determine training requirements*</td>
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<tr>
<td>Validate the training requirements with appropriate people</td>
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<tr>
<td>Prepare instructional blueprint and learning engagement plan</td>
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<tr>
<td>Identify training delivery modes*</td>
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<tr>
<td>Address training methods that pertains to the required competencies</td>
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<tr>
<td>Determine sequence of training activities</td>
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<tr>
<td>Identify resources to support learning</td>
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<tr>
<td>Finalize session plan according to required format</td>
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</table>
- 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

**FACILITATE TRAINING SESSION**

- 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

### UTILIZE ELECTRONIC MEDIA IN FACILITATING TRAINING

- 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

**MAINTAIN TRAINING FACILITIES**

- 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

**SUPERVISE WORK-BASED LEARNING**

- 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.

| Candidate’s Signature: | Date: |
# SELF-ASSESSMENT GUIDE

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<th>Qualification:</th>
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<td>Project 2:</td>
<td>CONDUCT COMPETENCY ASSESSMENT</td>
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**Introduction:**
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**CAN I?**

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<tr>
<td>Identify and organize activities in the workplace, training center or assessment center in accordance with the relevant Evidence Guide.</td>
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<td>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.</td>
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<td>Check cost of assessment and assessment process to ensure compliance with organizational policy and procedures.</td>
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<td>Inform appropriate personnel on the assessment activity in line with organizational policy and procedures.</td>
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<td>Explain the context and purpose of assessment to candidates in line with the requirements of the relevant Assessment Guidelines.</td>
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<td>Determine the needs of the candidates to establish any allowable adjustments in the assessment procedure.</td>
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<td>Convey information using verbal and non-verbal language which promotes a supportive assessment environment.</td>
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<tr>
<td>Explain legal and ethical responsibilities associated with the assessment to the candidates in line with the relevant Assessment Guidelines.</td>
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<td>Explain clearly the competency standards to be assessed and the evidence to be collected to the candidate.</td>
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<tr>
<td>Explain the assessment procedure to the candidate in line with the relevant Assessment Guidelines.</td>
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<tr>
<td>Gather evidence using assessment methods specified in the relevant Evidence Guide.</td>
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- Gather and document evidence in accordance with the assessment procedures specified in the relevant Assessment Guidelines.

- Incorporate reasonable adjustments in the evidence gathering procedures, where appropriate, in line with the procedures detailed in the Assessment Guidelines.

- Gather and document evidence using the relevant assessment tools.

- Evaluate the evidence in terms of the rules of evidence.

- Evaluate the evidence according to the dimensions of competency.

- Make the assessment decision based on evaluation of the evidence and requirements of the relevant unit(s) of competency.

- Record accurately the assessment results in accordance with approved record keeping guidelines of the organization.

- Maintain records of the assessment procedure, evidence collected and confidentiality of assessment outcomes according to the approved policy guidelines of the organization.

- Organize issuing of certificates in line with approved policy guidelines of the organization.

- Give clear and constructive feedback on the assessment decision to the candidate in line with the relevant Assessment Guidelines.

- Explore ways of overcoming any gaps in competency with the candidate.

- Advise the candidate of available reassessment in line with the organizational policy and procedures.

- Record and report promptly any assessment decision disputed by the candidate to appropriate personnel in line with organizational policy and procedures.

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.

| Candidate’s Signature: | Date: |