# SELF-ASSESSMENT GUIDE

<table>
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<tr>
<th>Qualification</th>
<th>TRAINERS METHODOLOGY LEVEL I (IN-COMPANY TRAINER)</th>
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| Units Of Competency Covered | • Perform job analysis  
• Prepare for training  
• Conduct training  
• Conduct end-of-training assessment |

**Instruction:**
- Read each question and check the appropriate column to indicate your answer.

**Can I?**

<table>
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<th>YES</th>
<th>NO</th>
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## 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
- Prepare for training by adjusting training delivery/plans in accordance with trainees’ profile, work/training environment and available resources *
- Examine trainees’ profile in reference to trainee entry level requirements *
- Deliver a workplace training session based on the training plan *
- Guide learners’ performance and support the learning process*
- Evaluate training session based on training plan *
- Adjust parts of competency-based training (CBT) delivery system based on evaluation results

**CONDUCT END-OF-TRAINING ASSESSMENT**

- Review sufficiency of required evidence requirements with reference to outcome of job analysis
- Check appropriateness, validity and correctness of assessment methods
- Prepare assessment activities, venue resources and tools/supplies/materials needed based on plan *
- Demonstrate conduct of orientation on context, purpose, methods, tools and activities of assessment *
- Demonstrate giving feedback to learners based on the assessment result of learner’s performance *
- Review and evaluate efficiency of assessment activities, ex. identifies reasonable adjustments in assessment procedure for differently-abled learners *

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.

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<th>Candidate’s Name &amp; Signature</th>
<th>Date</th>
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