

SELF-ASSESSMENT GUIDE

Qualification:	TRAINERS METHODOLOGY I		
Project 1:	DELIVER TRAINING SESSION		
Units of Competency Covered:	<ul style="list-style-type: none"> • Plan Training Session • Facilitate Training Session • Utilize Electronic Media in Facilitating Training • Maintain Training Facilities • Supervise Work-Based Learning 		
Introduction: <ul style="list-style-type: none"> • 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. 			
CAN I?	YES	NO	
PLAN TRAINING SESSION			
• 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		
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		

<ul style="list-style-type: none"> • Make interpretation on the results of evaluation on delivery of training session 		
<ul style="list-style-type: none"> • Make adjustments on delivery of training session based on the results of evaluation 		
UTILIZE ELECTRONIC MEDIA IN FACILITATING TRAINING		
<ul style="list-style-type: none"> • Inspect electronic media equipment in accordance with specified checklist* 		
<ul style="list-style-type: none"> • Identify abnormalities or faults and anticipates problem areas* 		
<ul style="list-style-type: none"> • Identify health and safety hazards* 		
<ul style="list-style-type: none"> • Set up equipment in accordance with health and safety standards* 		
<ul style="list-style-type: none"> • Operate electronic media equipment in accordance with user's manual 		
<ul style="list-style-type: none"> • Use equipment for optimum performance based on its capacity* 		
<ul style="list-style-type: none"> • Implement teacher- and learner-centered learning principles as appropriate in the execution of the session plan* 		
<ul style="list-style-type: none"> • Periodically apply preventive maintenance procedures, diagnostic tools, and system checks* 		
<ul style="list-style-type: none"> • Maintain checklist in accordance with standard operating procedure* 		
<ul style="list-style-type: none"> • Store audio visual and multimedia equipment in safe rack or cabinet* 		
<ul style="list-style-type: none"> • Abide with safety practices related to electrical, radiation, and shock hazards 		
<ul style="list-style-type: none"> • Refer to correct documentation regarding materials and tool uses and specifications 		
<ul style="list-style-type: none"> • Apply trade theory appropriately 		
<ul style="list-style-type: none"> • 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

Qualification:	TRAINERS METHODOLOGY I		
Project 2:	CONDUCT COMPETENCY ASSESSMENT		
Introduction: <ul style="list-style-type: none"> • 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. 			
CAN I?	YES	NO	
<ul style="list-style-type: none"> • Identify and organize activities in the workplace, training center or assessment center in accordance with the relevant Evidence Guide. 			
<ul style="list-style-type: none"> • 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. 			
<ul style="list-style-type: none"> • Check cost of assessment and assessment process to ensure compliance with organizational policy and procedures. 			
<ul style="list-style-type: none"> • Inform appropriate personnel on the assessment activity in line with organizational policy and procedures. 			
<ul style="list-style-type: none"> • Explain the context and purpose of assessment to candidates in line with the requirements of the relevant Assessment Guidelines. 			
<ul style="list-style-type: none"> • Determine the needs of the candidates to establish any allowable adjustments in the assessment procedure. 			
<ul style="list-style-type: none"> • Convey information using verbal and non-verbal language which promotes a supportive assessment environment. 			
<ul style="list-style-type: none"> • Explain legal and ethical responsibilities associated with the assessment to the candidates in line with the relevant Assessment Guidelines. 			
<ul style="list-style-type: none"> • Explain clearly the competency standards to be assessed and the evidence to be collected to the candidate. 			
<ul style="list-style-type: none"> • Explain the assessment procedure to the candidate in line with the relevant Assessment Guidelines. 			
<ul style="list-style-type: none"> • Gather evidence using assessment methods specified in the relevant Evidence Guide. 			

<ul style="list-style-type: none"> • Gather and document evidence in accordance with the assessment procedures specified in the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> • Incorporate reasonable adjustments in the evidence gathering procedures, where appropriate, in line with the procedures detailed in the Assessment Guidelines. 		
<ul style="list-style-type: none"> • Gather and document evidence using the relevant assessment tools. 		
<ul style="list-style-type: none"> • Evaluate the evidence in terms of the rules of evidence 		
<ul style="list-style-type: none"> • Evaluate the evidence according to the dimensions of competency 		
<ul style="list-style-type: none"> • Make the assessment decision based on evaluation of the evidence and requirements of the relevant unit(s) of competency 		
<ul style="list-style-type: none"> • Record accurately the assessment results in accordance with approved record keeping guidelines of the organization 		
<ul style="list-style-type: none"> • Maintain records of the assessment procedure, evidence collected and confidentiality of assessment outcomes according to the approved policy guidelines of the organization. 		
<ul style="list-style-type: none"> • Organize issuing of certificates in line with approved policy guidelines of the organization. 		
<ul style="list-style-type: none"> • Give clear and constructive feedback on the assessment decision to the candidate in line with the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> • Explore ways of overcoming any gaps in competency with the candidate 		
<ul style="list-style-type: none"> • Advise the candidate of available reassessment in line with the organizational policy and procedures 		
<ul style="list-style-type: none"> • Record and report promptly any assessment decision disputed by the candidate to appropriate personnel in line with organizational policy and procedures 		
<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>		
Candidate's Signature:	Date:	