Qua	alification:	TRAINERS METHODOLO	GY LEVEL II		
CO	C 1:	CONDUCT TRAINING N	IEEDS ANALYSIS (TNA)	
Inst •		e questions in the left-han n the appropriate box oppo		ndicate	your
Can				YES	NO
•	Hold discussions wand other requirem	ith clients to identify objectents *	tives, expectations,		
•	-	e issues to be addressed t bjectives and requirement			
•		spondents/target group ba			
•	Develop research p	olan based on objectives a	nd requirements*		
•		ed persons and finalize read for collecting information	search plan using		
•	Design TNA instrur	nents following the prescri	bed format		
•	Validate the TNA instrument to a select group of respondents to check on consistency and validity prior to actual use				
•	Gather data and an	nalyze information using va	alid analysis method*		
•	Conduct orientation	regarding the study			
•	Disseminate TNA in	nstruments to identified res	spondents		
•	Gather filled out TN appropriate to the r	IA instruments in accordar nethod selected	nce with procedures		
•	•	n using reliable valid data a os that can be addressed t	•		
•	Prepare conclusions on training needs supported by evidence and consistent with research objectives		rted by evidence and		
•	Provide client with	options for meeting identified training skills			
•	Prepare report and recommendations of	provide client with advice on training needs *	and		
	Candidate's Na	ıme & Signature	Date		

Qualification:	TRAINERS METHODOLOGY LEVEL II
COC 2:	DEVELOP TRAINING CURRICULUM

Instruction:

- 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?		NO
Identify training regulations appropriate for the course to be developed*		
 Identify and consult stakeholders to establish training aims and requirements 	6	
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		
 Determine language and literacy requirements of the learn according to profile 	ner	
Analyze and interpret competency standards in developing a curriculum module/learning outcome*		
3.1. Analyze and interpret competency standards/other relevan specifications to determine specific learning objectives/outcomes/goals	nt	
3.2. Clearly specify competencies to be acquired by the learne	er	
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 curriculu	um	
3.6. Design training curriculum based on the requirements of the competency standards	he	

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 *	
	Candidate's Name & Signature Date	

Qualification:	TRAINERS METHODOLOGY LEVEL II
COC 3:	DEVELOP LEARNING MATERIALS

Instruction:

- 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
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 		

/le guide
uals for the intended
progress
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in accordance with
n and specification
velopment phase, if
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ainst content
ty and focus
for the review and
s using appropriate
relevant criteria prior
against appropriate
provement
projects
Date

Qualification:	TRAINERS METHODOLOGY LEVEL II		
COC 4: • DEVELOP COMPETENCY ASSESSMENT TOOL		LS	
	ne questions in the left-hand column of the chart. In the appropriate box opposite each question to i	ndicate	your
Can I?		YES	NO
Identify competency be assessed	standards which describe the work activities to		
required evidence	elevant unit(s) of competency to identify the		
consistent performa	quirements which show full coverage and nce of the relevant work activities*		
evidence requiremen	essment methods that are consistent with the nts and the advice provided in the Evidence Assessment Guidelines *		
	methods which are appropriate for the ssessed, and in line with the purpose and		
 Prepare assessment in the relevant Assessment 	t tools in accordance with the advice provided ssment Guidelines*		
•	oncise written instructions and materials for the ndidate which accurately describe the		
 Check assessment t effectiveness * 	tools for validity, fairness, safety and cost		
 Check draft assessn revise, when necess 	nent tools against evaluation criteria and sary		
 Pilot test assessmer industry practitioners 	nt tools with a small group of assessors and		
 Analyse data gather changes that maybe 	ed through the validation to establish any required *		
 Finalize assessment appropriate * 	t tools incorporating suggested changes as		
Explain the principle	s of reasonable adjustment		
 Explain legal and eth assessment procedu 	nical responsibilities associated with the ures		

Date

Candidate's Name & Signature

Qualification:	TRAINERS METHODOLOGY LEVEL II
COC 5:	DESIGN AND DEVELOP MAINTENANCE SYSTEM

Instruction:

- 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.

answer.		
Can I?	YES	NO
Identify and comply with applicable Occupational Health and Safety (OHS), legislative and organizational requirements relevant to organizing maintenance programs		
 Recommend maintenance intervals of facility and equipment based on specifications, service requirements and workplace procedures 		
 Separate special requirements for maintenance from routine /day- to- day maintenance schedules 		
 Specify and develop an outline plan for maintenance and a related work schedule 		
 Establish and maintain communication protocol in accordance with OHS requirements 		
 Identify and confirm work requirements with appropriate parties or by site inspection 		
 Identify and monitor relevant codes and standards throughout the work procedure 		
 Identify, obtain and inspect resources and service providers in compliance with work plan and job specifications 		
 Select and interpret relevant plans, drawings and text in accordance with the work plan 		
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.		
 Resolve coordination requirements, including requests for isolations where appropriate, with others involved, affected or required by the work 		
 Select prevention and/or control measures based on identified potential hazards 		
 Define work scope based on equipment and facility maintenance history, condition monitoring information, recent modifications and existing status 		
Prepare and assess impact cost of maintenance on budget		
Access and interpret compliance documentation relevant to facilities and equipment maintenance management systems		

Develop maintenance strategy for facility and according to organization requirements	d equipment
Identify data to be included in the reports on	repair work
 Establish systems to ensure that the condition equipment and facilities are regularly reported within the organization 	•
 Identify areas /items prone to defects, demon scheduled for regular maintenance 	strating frailty, or
 Inform individuals in the organization respon- regular or scheduled maintenance duties of the 	he details of the plan
 Schedule and checks staff rosters to verify till maintenance process may be scheduled incl training for shut- down 	
 Develop detailed work plans to accord with tra availability of expertise and scheduling of res 	
Complete maintenance work schedule follow	ving the work plan
 Establish systems and procedures to satisfy maintenance requirements 	identified
 Recommend appropriate procedures for furth equipment to appropriate personnel 	her testing of
 Make adjustments to the work schedule and perpension 	plan based on
 Complete and forward maintenance records a appropriate personnel 	and reports to
 Establish procedures to confirm the currency with facility and equipment maintenance and 	· · · · · · · · · · · · · · · · · · ·
 Establish procedures to evaluate and confirm in compliance with organizational requirement 	n system/equipment
 Establish system of recording and reporting equipment information 	
 Establish procedures incorporating feedback system 	of the review
 Establish procedures for response to instance compliance or other discrepancies/ deficience review 	
Candidate's Name & Signature	Date

Qualification: TRAINERS METHODOLOGY LEVEL II			
COC 6: • DEVELOP LEARNING MATERIALS FOR E-LEARNING			
	ne questions in the left-hand column of the chart. In the appropriate box opposite each question to inc	dicate y	our
Can I?		YES	NO
	esource specifications in line with target user tended delivery mode*		
 Prepare instructional established specifical 	al design in accordance with content and ations *		
 Prepare work plan in deadline * 	n line with the expected output & the target		
Prepare prototype ir	n line with instructional design *		
Prepare media elem resource specification	nents in line with instructional design and learning ons *		
	of learning resources in line with the intended with established learning resource specifications *		
the technical and/or	ned personnel in line with establishment policy content issues that may result in deviations of m instructional design *		
 Develop utilization g design * 	uide in line with learning resource features &		
 Develop test criteria specifications * 	and instrument in line with learning material		
 Identify test sites an 	d reviewers in line with established target users *		
 Undertook testing of 	f learning resources in line with work plan *		
 Address feedback a and development cy 	nd suggestions in line with approved work plan vcle *		
Explain IT principles	underlying the use of the Internet and the World		

Wide Web in e-learning

technology

environment

• Explain principles of learning as applied to the use of internet

Explain the principles of instructional design as applied to e-learning
Describe learners' behavior and characteristics in an e-learning

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	
Candidata'a Nama & Signatura	Data
Candidate's Name & Signature	Date