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| **Observation Checklist****TAEDEL401A/BSBCMM401A** |
| Assessment Title: ***Deliver a group-learning session*** | Course: ***TAE40110 Certificate IV in Training and Assessment*** |
| Candidate Name: | Assessor Name: |
| **Observations and Questions** |  | **Observed** |
| Note: Critical aspects of assessment are marked with an asterisk (\*). *Not observed* for any critical aspect of assessment equates to an immediate ‘Not Yet Competent’ assessment. | **Yes** | **No** |
| **Preparations and planning** |  |  |
| 1. | If present, delivery constraints are identified and assessed(Time, Access, Cost) | ❑ | ❑ |
| 2. | Information/documentation is used to determine group and individual learner needs prior to commencement of the training session | ❑ | ❑ |
| 3. | Role and responsibilities are confirmed with appropriate personnel | ❑ | ❑ |
| 4. | Session plan(s) prepared | ❑ | ❑ |
|  | 4.1  | Where required, learning objectives are refined to meet specific individual needs and reasonable adjustments applied | ❑ | ❑ |
|  | 4.2 | Appropriate presentation methods are selected for context and the range of styles | ❑ | ❑ |
|  | 4.3 | Where applicable, feedback from previous sessions is incorporated and appropriate changes are made | ❑ | ❑ |
| 5. | Materials and examples selected are contextualised for the learner group | ❑ | ❑ |
| 6. | Availability and supply of resources, including facility and equipment, is confirmed prior to delivery | ❑ | ❑ |
| 7. | Final arrangements for training session(s) is confirmed with appropriate personnel | ❑ | ❑ |
|  | 7.1 | Session evaluation technique(s) is chosen | ❑ | ❑ |
|  | 7.2 | Health and safety considerations/requirements are confirmed

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| ❑ ❑ | ❑ |

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| **Session Delivery** |  |  | **Assessor feedback** |
| 8. | Session is conducted in accordance with the session plan | ❑ | ❑ |  |
| 9. | Session presentation skills are demonstrated: | ❑ | ❑ |  |
| ***A safe learning environment is maintained\**** | ❑ | ❑ |  |
| *Session objectives are explained*  | ❑ | ❑ |  |
| *A range of appropriate delivery methods (as training aids) is employed* | ❑ | ❑ |  |
| *Appropriate language and voice is used for group* | ❑ | ❑ |  |
| *Individual input and participation is encouraged* | ❑ | ❑ |  |
| *Learner behaviour is managed* | ❑ | ❑ |  |
| *Appropriate techniques are employed to encourage group interaction* | ❑ | ❑ |  |
| *Various questioning techniques are employed:** *To motivate and encourage participation*
* *To gauge learner progress*
 |  |  |  |
| ❑ | ❑ |  |
| ❑ | ❑ |  |
| *Displays sensitivity to learner diversity*  | ❑ | ❑ |  |
| *Uses group diversity as a learning resource* | ❑ | ❑ |  |
| *Language appropriate to the audience is used* | ❑ | ❑ |  |
| *Monitors verbal and non-verbal signs of progress* | ❑ | ❑ |  |
| *Concludes session by restating objectives* | ❑ | ❑ |  |
| *Demonstrates knowledge of industry and subject matter* | ❑ | ❑ |  |
| **Support and monitoring** |  |  |
| 10. | Documents of learner progress are maintained and changes to participant needs are monitored(e.g. quizzes, assessments, class activities etc) | ❑ | ❑ |
| 11. | Training session is reviewed and evaluated | ❑ | ❑ |
| 12. | Participant feedback and input is sought for evaluation | ❑ | ❑ |
| **Assessment decision (Observed)**The student completed this Part of the assessment and has been assessed as: |
| **🞎 SATISFACTORY** | **🞎 NOT YET SATISFACTORY** |  |
| Assessor: | Signature: | Date: / / |