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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   |  |  | | --- | --- | | ❑ ❑ | ❑ | | | | | | | | | | | | |
| **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: / / | | |