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| **1st Unit Code / Unit title** | AMPCOR204 Follow safe work policies and procedures | | | |
| **2nd Unit Code / Unit title** | AMPCOR201 Maintain personal equipment | | | |
| **Name of the meeting host**  ie, TAE Student who has designed the training sessions |  | | | |
| **Name of others attending the Peer Review**  (there must be at least one other person in the meeting – providing stakeholder feedback) |  | | | |
| **Date of Meeting:** |  | | | |
| **Brief description of task:** | This meeting is conducted to gather feedback on the training sessions that have been designed for a cohort of students. This will include providing feedback on additional support for foundation skills, learning resources to be used, and strategies to meet learner needs. | | | |
| **Part A: Feedback on integrated foundation skills resources, strategies and advice**  **And confirming the requirements of the two (2) units have been fully addressed** | | | | |
| **Questions and Notes from meeting** | | **Yes** | **No** | **Comments** |
| 1. Did the Training and Assessment Strategy provide sufficient information on resources and strategies for the integration of foundation skills? | |  |  |  |
| 1. Did the Session plans provide sufficient information on resources and strategies for the integration of foundation skills? | |  |  |  |
| 1. Did the Delivery plan provide sufficient information on resources and strategies for the integration of foundation skills? | |  |  |  |
| 1. Did the Learning Resources Mapping Matrix provide sufficient information on resources and strategies for the integration of foundation skills? | |  |  |  |
| 1. Where student profiles updated according to organisational policies and procedures? | |  |  |  |
| 1. Did the session plans ensure the required skills and knowledge requirements for both units have been addressed? | |  |  |  |
| 1. Has the LLN specialist advice been considered? | |  |  |  |
| 1. Has student feedback been considered in this review? | |  |  |  |

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| **MEETING NOTES** *- general comments* |
| **Thinking about the design of the training programs – what was done well?** |
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| **Thinking about the training design – what could be improved?** |
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| **Other comments:** |
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| **Part B: Self-Reflection** |
| **Based on feedback received and your own reflection of your actions whilst designing your training sessions for the two (2) units, what changes would you make in the future?** (e.g. – finding additional resources) |
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| **Based on your delivery plan - what problems do you perceive with training delivery in the future.** (e.g. – having a suitable learning environment) |
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| **What opportunities are there to consider different approaches to the training during the sessions?** (e.g. – adding more hands-on activities) |
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| **What other advice would you like to receive from the LLN specialist?** (e.g. – strategies to improve learners reading skills) |
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