## Trainer Evaluation – Work-skill Instruction

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainer/Facilitator\***  Name of TAE Student |  | | |
| **Workplace Learner Name** |  | | |
| **Instruction Topics** | **1.**  **2.** | **Date/s & Time/s** |  |

|  |  |
| --- | --- |
| **Assessment/evidence gathering conditions:** | |
| **Instructions:**  The TAE40116 student is the trainer/facilitator\* who is facilitating a workplace training session with at least one workplace learner as part of their TAEDEL401 / TAEDEL402/TAEDEL301 (or BSBCMM401) assessment requirements.  The assessor/third party observer\*\* is an appropriately qualified individual who is observing the TAE40116 student facilitate this workplace instruction session.  The assessor/third party observer\*\* is required to observe the student successfully carry out tasks applicable to this unit in real or simulated work conditions.  The assessors/third party observer\*\* must reference the units of competence to ensure that they are fully conversant with the standards required before signing off on the TAE40116 student’s satisfactory performance.  If questions are asked during the observation, notes and TAE40116 student responses can be noted in the “Feedback/Notes” section.  If the TAE40116 student is observed incorrectly performing a task, the assessor/third party observer\*\* should make a note in the “Feedback/Notes” section along with the date. The TAE40116 student should then be retrained or reminded how the task should be performed correctly.  **Additional instructions for the Blueprint Assessor, if using a Third-Party Observer, you are required to:**   1. Provide the 3rd party observer with quality materials for collecting evidence e.g., checklist over 2. Provide comprehensive information about their role in the evidence-gathering process. 3. Obtain confirmation that the 3rd party observer understands their role in the process. 4. Ensure the unit requirements have been interpreted relevantly for the task requirements. 5. Set requirements for your confirmation the authenticity of evidence provided.   REF: [https://www.asqa.gov.au/resources/fact-sheets/using-other-parties-to-collect-assessment-evidence](about:blank) | |
| **Blueprint Trainer/Assessor OR**  **3rd Party Observer Name\*\*:** | **Blueprint** **Trainer/Assessor OR**  **Third Party Observer** |
| **Email Address or Phone number** |  |
| **If Third Party Observer is NOT a Blueprint Career Development Assessor, please complete the following:** | |
| **Tick which adult education qualification do you hold?**  **Attach a copy of your certification for one of the following qualifications:** | ☐ TAE40116 Certificate IV in Training and Assessment, or higher VET qualification, e.g., Diploma, Bachelor in Adult Education.  ☐ A teaching /educational qualification  ☐ A qualification in a Learning and Development related field.  Please specify: |

|  |  |  |
| --- | --- | --- |
| **TICK IF YOU OBSERVE THE TRAINER/FACILITATOR:** | | |
|  | started by saying a few things which created an interest in the learning | |
|  | stated the learning outcome | |
|  | described how the learner would be assessed, or how the success of their learning would be measured | |
|  | described what would be covered in the session and what the learner would be doing | |
|  | explained why it’s important for participants to learn this task/theory | |
|  | asked the learner if they had any questions before starting | |
|  | ensured the learner could clearly see all parts of the demonstration, when appropriate | |
|  | named any tools or equipment used | |
|  | used simple language and small, logical chunks to work through the task | |
|  | did the task once, silently and at normal speed | |
|  | did the task slowly, giving information about WHY and HOW it is done | |
|  | asked the learner questions about the task as it is worked through | |
|  | responded positively and supportively to questions from the learner | |
|  | gave helpful and constructive feedback regarding practice of their new skill/theory | |
|  | used time well and did not go under/over time by more than 5 minutes per session | |
|  | provided an activity to ensure the theory/knowledge learning was applied | |
|  | asked the learner questions about the theory/knowledge as they worked through it | |
|  | gave helpful and constructive feedback regarding practice of their theory/knowledge | |
| **Assessor/3rd Party Observer\*\* Feedback (include strengths and possible areas for development):** | | |
| **Self-Reflection/Feedback from Trainer/Facilitator\* who facilitated the workplace training session:** | | |
| **Trainer/Facilitator\* Signature** | |  |
| **Assessor or Third-Party Observer Signature** | | **If third party observer, qualification attached** |