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| **PROJECT** | **Q#** | **ASSESSMENT TASKS**  **(Tick when done and submitted)** | **WHEN COMPLETED** |
| **Introduction and getting started** | Q1-3 | * Multiple choice | Self-paced |
| **PROJECT 1** – Workplace learning pathway 1 | Q1  Q2  Q3 | * Individual Learning Plan * Session plan 1 and the training resources required to deliver (if applicable) * Trainer Evaluation – Workplace Instruction | In class |
| **PROJECT 2** – Workplace learning pathway 2 | Q1  Q2  Q3 | * Individual Learning Plan * Session plan 2 and the training resources required to deliver (if applicable) * Trainer Evaluation – Workplace Instruction | In class/Self-paced |
| **PROJECT 3** – Group based training | Q1  Q2  Q3  Q4  Q5  Q6  Q7  Q8 | * Pre-training Preparation Checklist * Communication relating to organisational and training logistics (at least 2) * Session plan topic 1 and the training resources required to deliver * Session plan topic 2 and the training resources required to deliver * Training Attendance Records for session 1 and session 2 * Training Evaluation – Group Based Delivery * Trainer Self and Session Evaluation * Student Survey Feedback Form (minimum 8) | In class/Self-paced |
| **PROJECT 4**– Knowledge questions | Q1-25 | * Knowledge Questions   Answers may be found in the Training Manual provided, by conducting own research or during class delivery. | Self-paced |