## Observation of training checklist – Workplace-Based Session

To be completed by your Blueprint Career Development TAE trainer and assessor or suitably qualified observer

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| **Trainer/Facilitator\***  Name of TAE Student |  | | |
| **Observer Name**  **Blueprint** A**ssessor**  **Third Party Observer** | *(Ensure as an observer you have completed the Third Party Details form)* | | |
| **Instruction Topic # 1**  **(Workplace stream)** |  | **Date & Time** |  |
| **Instruction Topic # 2**  **(Workplace stream)** |  | **Date & Time** |  |
| **Instruction Topic # 3**  **(Workplace stream)** |  | **Date & Time** |  |

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| **Assessment/evidence gathering conditions:** |
| **INSTRUCTIONS for the observer**  The **TAE Student** is performing the role of a vocational trainer who is facilitating training or workplace-based learning sessions as part of their TAE40122 Certificate IV in Training and Assessment. The **Workplace Stream** requires the student to facilitate three (3) work-based training sessions to an individual. (The individual can be the same person who has already received training in the delivery cluster)  The **Observer** is a suitably qualified person who observes the student facilitate training sessions and provides valuable feedback and support for the student’s learning and skills development.   * **A suitably qualified person** holds qualifications and/or have experience in training and assessing, education, teaching, coaching or similar. * The observer records their comments and feedback in the sections provided, in addition to marking the checkboxes when the student demonstrates each specific skill.   ***Ensure you have read and completed the Third Party Observer - Guidelines and Details form prior to beginning this observation.***  The observer (suitably qualified person) is not making a final judgment of competence. Assessment remains the role of the Blueprint assessor to review all the evidence provided and determine whether competency has been achieved.  Please complete all details in the spaces provided.  **Additional instructions for the Observer - you are required to:**   1. Provide the TAE student trainer with comprehensive feedback. Include an improvement 2. Provide comprehensive information about your role in the evidence-gathering process. 3. Complete the requirements for your confirmation of the authenticity of evidence provided.   REF: [https://www.asqa.gov.au/resources/fact-sheets/using-other-parties-to-collect-assessment-evidence](about:blank) |

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| **CHECK IF YOU OBSERVED 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 learning objectives to be achieved in the session and what the learner would be doing | |
|  | Addressed WHS and what is required for a safe learning environment, evacuation procedures | |
|  | Asked the learner if they had any questions before starting | |
|  | Ensured the learner could clearly see all parts of the demonstration, when appropriate | |
|  | Gave learner opportunities to practice and used coaching techniques | |
|  | Used simple language and small, logical chunks to work through the task | |
|  | Communicated clearly, was well paced to enhance learning | |
|  | 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 | |
| **Overall Feedback and suggestions for improvement.**  *(include strengths and possible areas for development)* | | |
| ***I confirm I have observed the TAE student delivering the required training sessions to an individual learner.***  ***The feedback and comments on this form reflect the skills demonstrated by the TAE student.*** | | |
| **Assessor or Third-Party Observer Signature** | |  |