



## Assessment Task 2: Training Session 1

Your course facilitator will watch you present this session during your course delivery.

For the purpose of this assessment the “session” must include the following:

- Preparation for a practical delivery session
- An Introduction to the training
- Delivery of a practical skill
- Time for the learners to practice the skill Trainee
- Training officer to provide feedback on that skill

Supervisor's Name:		Qualification	
Identify Session		Date:	
Identify Skill/s		No. participants	

✓	The Trainee Training Officer must demonstrate the following:	Comments / notes
Prior to delivery		
	they gathered information relating to the characteristics and needs of their learners, through discussion with the learners and/or reviewing relevant enrolment forms	
	they checked all equipment and the training area to ensure safety of learners	
	they notified the learners of delivery times etc.	
	they accessed all relevant learning resources and physical resources ready for delivery	
	They followed RTO policies and procedures in course preparation and completed all relevant forms required to run course	



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√	The Trainee Training Officer must demonstrate the following:	Comments / notes
Conduct instruction and demonstration		
	they followed the session plan by applying good time management, for example: <ul style="list-style-type: none"> <li>- ensure all learning objectives are covered</li> <li>- pace learning</li> </ul>	
	They briefed the Learners on any OHS issues	
	They implemented OHS requirements, by acting and responding safely in order to: <ul style="list-style-type: none"> <li>- identify hazards</li> <li>- conduct pre-start up checks if required</li> <li>- observe and interpret learner behaviour which may put people at risk</li> </ul>	
	They applied the following training techniques which enhance learning at an appropriate time during the deliver by: <ul style="list-style-type: none"> <li>- instruction and explanation</li> <li>- questioning</li> <li>- practice</li> <li>- written information</li> <li>- group/pair/team activities</li> <li>- individual activities</li> <li>- demonstration</li> </ul>	
	They applied learning principles (introductory), for example: <ul style="list-style-type: none"> <li>- learning and experience are connected for meaning</li> <li>- adults need to know why they are learning</li> <li>- adults can self-evaluate</li> <li>- adults learn in different ways</li> </ul>	



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✓	The Trainee Training Officer must demonstrate the following:	Comments / notes
	<p>They applied a range of verbal and non-verbal communication techniques during the delivery for example:</p> <ul style="list-style-type: none"><li>- ask relevant and appropriate questions</li><li>- provide explanations</li><li>- organise and give demonstrations</li><li>- use listening skills</li><li>- provide information clearly</li><li>- engage, motivate and connect with learners</li><li>- provide constructive feedback</li></ul>	
	<p>They demonstrated good interpersonal skills to:</p> <ul style="list-style-type: none"><li>- maintain appropriate relationships</li><li>- establish trust</li><li>- use appropriate body language</li><li>- maintain humour</li><li>- demonstrate tolerance</li><li>- manage a group</li></ul>	
	<p>They demonstrated good observation skills when checking training performance by:</p> <ul style="list-style-type: none"><li>- monitoring learner acquisition of new skills/knowledge/competency requirements</li><li>- assessing learner communication and interaction skills with others</li><li>- identifying learner concerns</li><li>- recognising learner readiness to take on new skills/tasks</li></ul>	
	<p>They recognised and were sensitive to individual difference and diversity, for example:</p> <ul style="list-style-type: none"><li>- being sensitive to and valuing culture</li></ul>	
<p>Signature:</p>  <p>Date:</p>		



### **Assessment Task 3: Training Session 2 & 3**

You are required to deliver two sessions under supervision of a qualified trainer in your training environment (for club members this will be delivering training at their club) and gather feedback from 6 participants (ideally three per training session). Your supervisor will be required to complete the supervisor's checklist.

For the purpose of this assessment the "session" must include the following:

- Delivery of a theory information session and one other session which could be either practical or theory.
- Time for the learners review the theory information and the Trainee TOC to provide feedback
- Trainee TOC to identify whether learners are ready for assessment
- Trainee TOC to complete relevant paperwork related to the course



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**Supervisor's observation checklist – Session 2 & 3**

Supervisor's Name:		Qualification	
Identify Session 2		Date:	
Identify Theory		No. participants	
Identify Session 3		Date:	
Identify skill		No. participants	

• The Trainee Training Officer must demonstrate the following:		Comments / notes	Session 2	Session 3
Conduct instruction and demonstration				
	they followed the session plan by applying good time management, for example: - ensure all learning objectives are covered - pace learning			
	They briefed the Learners on any OHS issues			
	They implemented OHS requirements, by acting and responding safely in order to: - identify hazards - conduct pre-start up checks if required - observe and interpret learner behaviour which may put people at risk			
	They applied the following training techniques which enhance learning at an appropriate time during the deliver by: - instruction and explanation - questioning - practice - written information - group/pair/team activities - individual activities - demonstration			
	They applied learning principles (introductory), for example: - learning and experience are connected for meaning - adults need to know why they are learning - adults can self-evaluate - adults learn in different ways			



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•	The Trainee Training Officer must demonstrate the following:	Comments / notes	Session 2	Session 3
	They applied a range of verbal and non-verbal communication techniques during the delivery for example: <ul style="list-style-type: none"> <li>- ask relevant and appropriate questions</li> <li>- provide explanations</li> <li>- organise and give demonstrations</li> <li>- use listening skills</li> <li>- provide information clearly</li> <li>- engage, motivate and connect with learners</li> <li>- provide constructive feedback</li> </ul>			
	They demonstrated good interpersonal skills to: <ul style="list-style-type: none"> <li>- maintain appropriate relationships</li> <li>- establish trust</li> <li>- use appropriate body language</li> <li>- maintain humour</li> <li>- demonstrate tolerance</li> <li>- manage a group</li> </ul>			
	They demonstrated good observation skills when checking training performance by: <ul style="list-style-type: none"> <li>- monitoring learner acquisition of new skills/knowledge/competency requirements</li> <li>- assessing learner communication and interaction skills with others</li> <li>- identifying learner concerns</li> <li>- recognising learner readiness to take on new skills/tasks</li> </ul>			
	They recognised and were sensitive to individual difference and diversity, for example: <ul style="list-style-type: none"> <li>- being sensitive to and valuing culture</li> </ul>			
After delivery				
	Completed all relevant paperwork and processed as per the RTO/Branch/Club requirements			
	Participated in review with the Supervisor on their training performance			
Supervisor's Signature:				
Date:				



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**Participant 1 - Evaluation of the Training**

Session delivered: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's evaluation of Training			
<p><b>Instructions:</b> Please answer the following questions relating to the Training which you undertook. The information you supply will assist the Assessor and the RTO in the continuous improvement process and to ensure the Training meets the AQTF guidelines.</p>			
Question	Yes	No	Comments
During the training did the Trainer demonstrate their sensitivity towards your individual needs?			
During the training did the trainer provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and precise instructions</li> <li><input type="checkbox"/> ask effective questions</li> <li><input type="checkbox"/> provide any clarification if sought</li> <li><input type="checkbox"/> gave appropriate feedback to you</li> <li><input type="checkbox"/> used language relevant to the work and assessment environment</li> <li><input type="checkbox"/> Allowed plenty of practical time so you could gain the skills required?</li> </ul>			
Were the training tasks relevant to your job role?			
Did the training flow well?			
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?			
The training was well organised?			
Were all physical resources available?			
Participant's Signature: _____ Date: _____			



## Participant 2 - Evaluation of the Training

Session delivered: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's evaluation of Training			
<p><b>Instructions:</b> Please answer the following questions relating to the Training which you undertook. The information you supply will assist the Assessor and the RTO in the continuous improvement process and to ensure the Training meets the AQTF guidelines.</p>			
Question	Yes	No	Comments
During the training did the Trainer demonstrate their sensitivity towards your individual needs?			
During the training did the trainer provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and precise instructions</li> <li><input type="checkbox"/> ask effective questions</li> <li><input type="checkbox"/> provide any clarification if sought</li> <li><input type="checkbox"/> gave appropriate feedback to you</li> <li><input type="checkbox"/> used language relevant to the work and assessment environment</li> <li><input type="checkbox"/> Allowed plenty of practical time so you could gain the skills required?</li> </ul>			
Were the training tasks relevant to your job role?			
Did the training flow well?			
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?			
The training was well organised?			
Were all physical resources available?			
Participant's Signature: _____ Date: _____			



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### Participant 3- Evaluation of the Training

Session delivered: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's evaluation of Training			
<p><b>Instructions:</b> Please answer the following questions relating to the Training which you undertook. The information you supply will assist the Assessor and the RTO in the continuous improvement process and to ensure the Training meets the AQTF guidelines.</p>			
Question	Yes	No	Comments
During the training did the Trainer demonstrate their sensitivity towards your individual needs?			
During the training did the trainer provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and precise instructions</li> <li><input type="checkbox"/> ask effective questions</li> <li><input type="checkbox"/> provide any clarification if sought</li> <li><input type="checkbox"/> gave appropriate feedback to you</li> <li><input type="checkbox"/> used language relevant to the work and assessment environment</li> <li><input type="checkbox"/> Allowed plenty of practical time so you could gain the skills required?</li> </ul>			
Were the training tasks relevant to your job role?			
Did the training flow well?			
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?			
The training was well organised?			
Were all physical resources available?			
Participant's Signature: _____ Date: _____			



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## Participant 4 - Evaluation of the Training

Session delivered: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's evaluation of Training			
<p><b>Instructions:</b> Please answer the following questions relating to the Training which you undertook. The information you supply will assist the Assessor and the RTO in the continuous improvement process and to ensure the Training meets the AQTF guidelines.</p>			
Question	Yes	No	Comments
During the training did the Trainer demonstrate their sensitivity towards your individual needs?			
During the training did the trainer provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and precise instructions</li> <li><input type="checkbox"/> ask effective questions</li> <li><input type="checkbox"/> provide any clarification if sought</li> <li><input type="checkbox"/> gave appropriate feedback to you</li> <li><input type="checkbox"/> used language relevant to the work and assessment environment</li> <li><input type="checkbox"/> Allowed plenty of practical time so you could gain the skills required?</li> </ul>			
Were the training tasks relevant to your job role?			
Did the training flow well?			
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?			
The training was well organised?			
Were all physical resources available?			
Participant's Signature: _____ Date: _____			



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### Participant 5 - Evaluation of the Training

Session delivered: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's evaluation of Training			
<p><b>Instructions:</b> Please answer the following questions relating to the Training which you undertook. The information you supply will assist the Assessor and the RTO in the continuous improvement process and to ensure the Training meets the AQTF guidelines.</p>			
Question	Yes	No	Comments
During the training did the Trainer demonstrate their sensitivity towards your individual needs?			
During the training did the trainer provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear and precise instructions</li> <li><input type="checkbox"/> ask effective questions</li> <li><input type="checkbox"/> provide any clarification if sought</li> <li><input type="checkbox"/> gave appropriate feedback to you</li> <li><input type="checkbox"/> used language relevant to the work and assessment environment</li> <li><input type="checkbox"/> Allowed plenty of practical time so you could gain the skills required?</li> </ul>			
Were the training tasks relevant to your job role?			
Did the training flow well?			
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?			
The training was well organised?			
Were all physical resources available?			
Participant's Signature: _____ Date: _____			