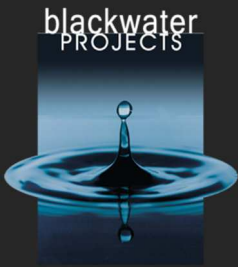


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ASSESSMENT
SUPPORT
DOCUMENT



Templates

Delivering Training

from TAE40110 Certificate IV in Training and Assessment

TAEDEL301A

Provide work skill instruction

TAEDEL401A

Plan, organise and deliver group-based learning

TAEDEL403A

Plan, organise and facilitate learning in the workplace

BSBCMM401

Make a presentation

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Version control & document history

This is version	➔	5.0
Date released	➔	08 January 2016

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Task breakdown template

Steps		Key points
1		
2		
3		
4		
5		
6		
7		
8		

end of task breakdown template

Session plan template (skill session)

Session title		Total time	
Outcome			
Resources			
Preparation			

Time	Activities	
INTRODUCTION		
	I	
	N	
	T	
	R	
	O	
	S	
BODY		
	Demonstrate	
	Practice	
	Summarise	
	Assess	
CONCLUSION		
	O	
	F	
	F	

Session plan template (knowledge session)

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Workplace learning plan and record

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Workplace learning record for an individual

Information about the learning event	
Organisation	
Learner	
Trainer	
Learning goal	
Competency standards	
Training date/s/times	

Results				
Learning outcomes	Outcome achieved?		Verified by	Date
	Yes	No		
1				
2				
3				
4				

Comments

Trainer/assessor signature

Learner signature

Date signed: _____

date signed: _____

end of learning record for an individual

Learning record for a group

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Feedback form: Group-based learning

Your Name (optional)	
Training Organisation	
Program title	
Trainer	
Training date/s	

Instructions for the participant

Place a tick (✓) in the appropriate column beside each statement as it applies to your learning experience.

	Very poor	Poor	Fair	Good	Excellent
The trainer					
The trainer was approachable					
The trainer was well-organised					
The trainer seemed knowledgeable about the subject matter					
The trainer presented information in a clear, understandable way					
The trainer actively involved all participants in the training					
The trainer used examples that were relevant to my workplace					
Training content and materials					
The training topics matched my expectations					
The number of sessions were appropriate for the content being covered					
Visual aids and other training materials were easy to read and helpful					
The training included a suitable range of relevant activities					
I can use what I learned in my workplace					
Assessment information					
The assessment process was clearly explained to me					

Instructions for the participant

Place a tick (✓) in the appropriate column beside each statement as it applies to your learning experience.

	Very poor	Poor	Fair	Good	Excellent
Assessment activities carried out during training were clear and fair					
Training venue					
The training venue was appropriate and comfortable					
Required equipment was available and in working order					
General rating					
I would rate this learning experience as ►					

Comments
What I liked best:
Opportunities for improvement:
Other comments:

End of feedback form: group-based learning

Feedback form: Workplace learning for an individual

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