



Forms

SOP Reference: QM3.1

FORM: HR109
 TITLE: Trainer / Assessor / Facilitator Review
 Period Revised: 23/05/2013
 Version: 4.2

Revised by: Quality and Compliance Coordinator
 Approved by: Academy Education Manager

REVIEW DETAILS

Trainer / Assessor / Facilitator's Name:

Evaluator's Name:

Course Name:

Location:

Number of Participants:

Date of Review:

METHOD

Skill Area

REVIEW SUMMARY / COMMENTS

The Evaluator conducting the review is required to:

1. Ensure the Trainer / Assessor / Facilitator has received a copy of the review form.
2. Notify the Trainer / Assessor / Facilitator when the review will be conducted.
3. Monitor the Trainer / Assessor / Facilitator during an assessment / training session and mark off observations on the checklist in the relevant Trainer, Assessor or Facilitator section (T / A / F).
4. Complete a Review Summary and record any issues, comments or recommendations in the space provided.
5. Ensure the review form is signed where requested.
6. Provide a completed copy to the Trainer / Assessor / Facilitator and the original to The Branch Education Officer for review.
7. It is recommended to use constructive feedback that will assist the Trainer / Assessor / Facilitator in further developing their skills.

Review Rating System

The evaluator is required to use the following ratings against each observation:

1 – Observed

The evaluator observed the skill performed competently

2 – Observed & Improvement Recommended

The evaluator observed the skill, however the skill would benefit from further development

3 – Not Yet Observed

Skill not yet observed

The rating system is used by way of ticking the appropriate box.

For T/A/F and T/A/F Evaluator to SIGN

Please sign to indicate that feedback has been provided and discussed

Skills	Rating				Skills	Rating			
	N/A	1	2	3		N/A	1	2	3
PROFESSIONAL DEVELOPMENT (PD) T / A / F					QUESTIONING (Q) T / A / F				
Engages in professional development activities					Effective questioning techniques used (To promote interest, confirm understand, identify pre-existing knowledge)				
GENERAL (G) T / A / F					Responds to questions/answers effectively				
Appropriate attire/dress					ASSESSMENT (A) A / F				
Good time management					Assessment materials/resources are well organised				
Session well planned & organised					Assessment activities clearly explained				
Session well structured & outcomes made clear					Assessment adequately assesses the units of competency				
Resources relevant & up-to-date					ENVIRONMENT (E) T / A / F				
CONTENT / STRUCTURE (CS) T / F					Ensures a healthy & safe learning environment				
Session introduction appropriate & effective					Good rapport with learners				

Session conclusion appropriate & effective					Adequate praise/encouragement given				
Information delivered clearly					Constructive feedback given				
Confirms understanding through observation					Displays good level of subject knowledge				
Good examples/demonstrations used					Makes appropriate adjustments for different learner needs				
Good balance of learner & trainer centered activities					DOCUMENTATION / RECORD KEEPING (DR) T / A / F				
Activities are interesting and relevant					Completes & returns all appropriate documentation				
Caters for a variety of learning styles (Visual, audio, kinesthetic)					Uses appropriate record keeping techniques				
Encourages participation & motivates learners									
Content meets Training Package/SLSNSW requirements									

Trainer / Assessor / Facilitator being reviewed (feedback received);

Name: _____

Signature: _____ Date: _____

Reviewer:

Name: _____

Signature: _____ Date: _____