

Anguilla Red Cross
Trainer/Assessor Award

**TA – Training and Assessing Through Presentation,
Demonstration and Instruction
Award**

Revised 2013

About the award:

The award has been designed for those people wishing to train for the ARC in programmes in which students are assessed against competences. This is predominantly for first aid- practical skills, and competencies – attitudes and behaviours.

The gaining of the award is based around two areas – a practical programme of learning in which you will be taught all of the elements required to enable you to train and assess students. Topics covered include teaching and learning styles, working with competences, delivering a practical skill, qualities of a good trainer, structuring a session, assessment of candidates using competences etc. During the programme you will have the opportunity to deliver a short simulated presentation and to practice your assessing skills against competences.

Once you have successfully completed the programme you then go back to your usual workplace environment and practice delivering sessions with the support of a mentor. Once you and your mentor agree that you are competent and confident in delivering sessions you will then undergo a final observed presentation and observed assessment of a candidate – your final assessment. Subject to you being deemed competent your assessor will then check your portfolio and then subject to it being complete will sign your Record of Achievement. This will be sent to the Branch Office for a final sign off. Once received there you will receive your trainer's certificate

The main elements of the award are:

- > Preparing for and conducting training sessions
- > Demonstrating and Instructing
- > Assessing performance of others through observation whilst training

In order to do this you will:

- > Prepare and conduct one training/assessment session in simulated conditions.
- > Practice in the workplace until deemed competent by a mentor
- > Conduct a session in a workplace teaching/assessing situation.

As you do this you will provide:

- > A record of how you prepared for a training session
- > A completed question bank
- > Records of observation that will be produced by an assessor of you conducting the two training/assessment situations.

The following pack will provide you and your assessor with the forms required.

Assessments - What is involved?

This pack gives you the requirements of the award. Read this thoroughly and discuss with your trainer anything of which you might not be certain.

How will I be assessed?

Assessment of your competence to train and assess will be carried out based on realistic work place situations. You will be providing evidence that you can carry out tasks that demonstrate your skills and related knowledge and understanding.

Your assessments will be carried out by an assessor observing you at work – i.e. delivering a training session, assessing candidates and asking you questions about what you are doing.

When will I be assessed?

You need to ensure that you undertake the final assessment within 18 months of the original training taking place. However for best practice it is recommended that people should aim to complete within 3 months.

The final assessment will be conducted during a workplace situation by your nominated assessor. Upon occasion the mentor may also be your assessor. The assessor will ask to see your completed portfolio, which will have evidence of training and assessing sessions that you have delivered.

What happens if I 'fail' an assessment?

The word 'fail' does not apply in these circumstances, it is better to use the term 'not yet competent'.

If your performance has not shown the necessary competence, you might be given further training or be given the opportunity to obtain more experience and a further assessment opportunity might then be arranged.

> a candidate disagreeing with the decision of the Assessment Centre Manager

In these cases the appeal would go to the next level of verification or management.

Records of Observation

You must provide the following observation records.

- 1) Observation of Presentation – simulated and workplace
- 2) Observation of Assessing – simulated and workplace

These observations should be carried out whilst you are giving presentations to TWO different groups.

The first of these will be undertaken during your Trainer Assessor course. The Trainer for the course will complete the paperwork to be found in this pack and will then return it to you for inclusion in your portfolio. This will be classed as your simulated presentation. Your observed assessments will be conducted on the final day of the course. Your trainer will observe you undertaking assessments against laid down competences. Again the paperwork will be completed and returned to you for your portfolio

The second set of observations will be taken when you have had the opportunity to practice in real (workplace) training situations. Your mentor will work closely with you and will decide with you when you are ready for your final assessment. An assessor will be arranged to visit you – although in some cases this will be the mentor – they will then observe you training and assessing and complete the workplace paperwork. This again is to be added to your portfolio.

The assessor will then check your portfolio. It is to contain:

- > Your contact details
- > A completed Record of Preparation - question bank
- > A lesson plan for the session just delivered
- > Any relevant resources and handouts used on the session
- > Training Assessment – Simulated
- > Training Assessment – Workplace
- > Assessing assessment – Simulated
- > Assessing Assessment – Workplace
- > Training and assessing log
- > ROA – Once all material has been checked the assessor will sign the ROA which will then be sent on to a Technical Support Officer

| Has the Candidate | Yes/No | Comments |
|--|--------|----------|
| Prepared the room appropriately for the session | | |
| Taken into consideration health and safety issues | | |
| Identified the learning outcomes to be achieved | | |
| Taken the needs of the students into consideration with regard to previous knowledge | | |
| Selected and used teaching aids to support the information presented? | | |
| Applied The Fundamental Principles to the training session? | | |
| Presented information in a tone, manner and speed appropriate to the needs and capabilities of any individual needs and learning styles? | | |
| Identified anything that prevented learning and reviewed this with the learners? | | |
| Encouraged learners to ask questions and get explanations at appropriate stages in the presentation? | | |
| Gave accurate information in line with current procedures | | |
| Demonstrated an adequate command of their subject matter? | | |

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| Ensured that the demonstration was accurate and realistic? | | |
| Ensured that all learners could see the demonstration clearly? | | |
| Structured the demonstration so the learners got the most out of it? | | |
| Regularly checked that learners understood and adapted instructions as appropriate? | | |
| Reinforced learning by repeating the demonstration? | | |
| Given learners positive feedback on the learning experience and the outcomes achieved? | | |

Comments

Date Feedback given: _____

| Has the Candidate | Yes/NO | Comments |
|--|--------|----------|
| Prepared the room appropriately for the session? | | |
| Taken into consideration health and safety issues? | | |
| Identified the learning outcomes to be achieved? | | |
| Taken the needs of the students into consideration with regard to previous knowledge? | | |
| Selected and used teaching aids to support the information presented? | | |
| Applied The Fundamental Principles to the training session? | | |
| Presented information in a tone, manner and speed appropriate to the needs and capabilities of any individual needs and learning styles? | | |
| Identified anything that prevented learning and reviewed this with the learners? | | |
| Encouraged learners to ask questions and get explanations at appropriate stages in the presentation? | | |
| Given accurate information in line with current procedures? | | |
| Demonstrated an adequate command of their subject matter? | | |

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| Demonstrated an understanding of the complaints procedure? | | |
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Comments

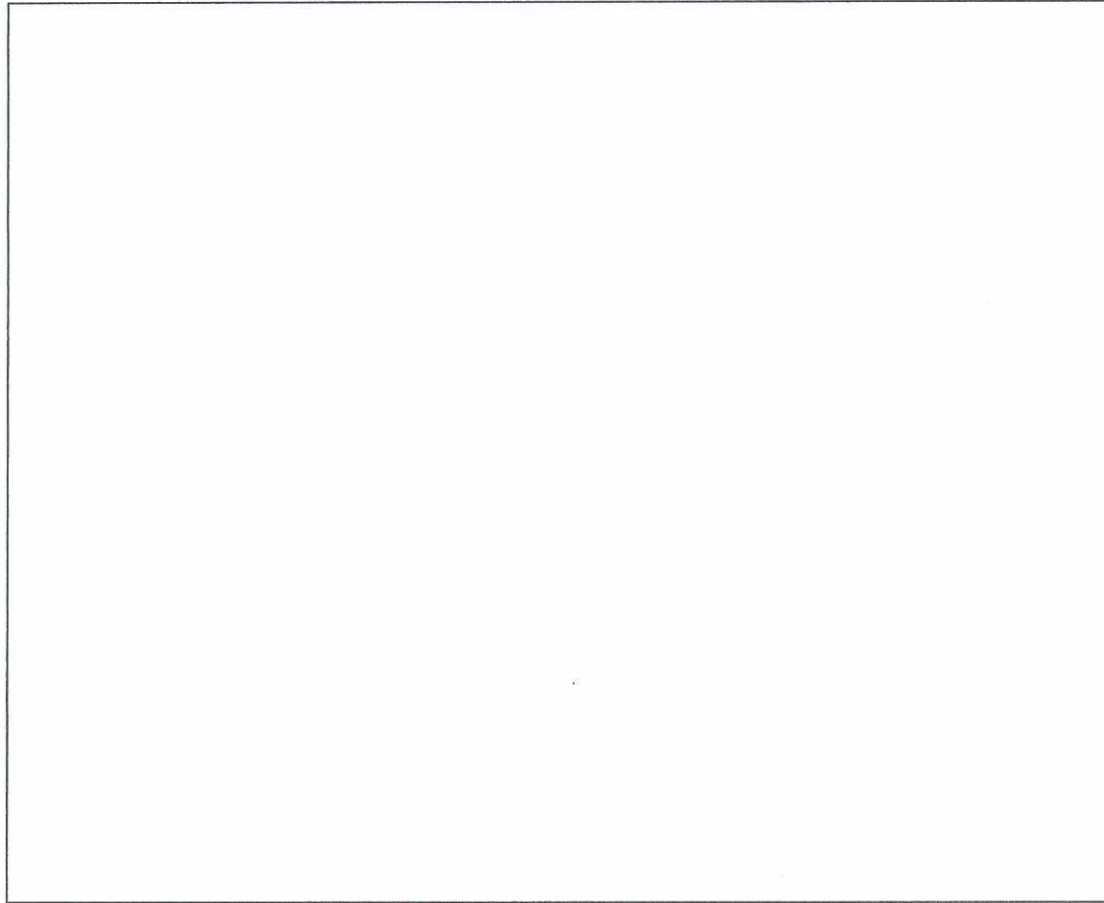
Date Feedback given: _____

Candidate Signature: _____

Assessor Signature: _____

Candidate: _____

Report:



Assessor Signature: _____ **Date:** _____