

Learning Assessment Guide

Unit Standard 19444 – Version 1

Deliver group training sessions to adults

Level 4 – 8 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Task sheets for you to complete
- The summary Assessment Guide that the assessor will use to assess your competence
- The Preparation Checklist that your assessor will use to document your session preparation
- The Observer Checklist that will be used to document your training sessions

The assessment tasks are designed to show your assessor that you can:

- Prepare to deliver group training sessions.
- Deliver training.
- Review group training sessions.

What do I do now?

- Read through all of the information contained in this Learning Assessment Guide.
- Familiarise yourself with each assessment task and the instructions.
- Contact your assessor if necessary to clarify anything you are unsure of.
- Complete the assessment tasks as agreed on with your assessor.
- Contact your assessor when you have finished the assessment tasks.
- Make sure you keep a copy of your completed assessment task if you are mailing the original copy to your assessor.

KIA KAHA and GOOD LUCK

Assessment Task One – Element 1

Introduction

This task is designed to assess your ability to:

- prepare to deliver group training sessions.

Task Instructions

You will need to provide your assessor with a copy of session plans and materials for the delivery of **three group training sessions of a minimum of 30 minutes each**.

(If you are delivering a half day or day long programme, you may like to use coffee breaks and lunch to divide your sessions.)

You will need to provide a copy of the following:

- 3 training plans
- copies of any printed materials to be used such as workbooks, handouts, overhead projection transparencies and training session review forms.
- a listing of any other resources unable to be copied (e.g. forklifts, machinery), preferably with diagrams and photographs if available. This may be provided in session plans.
- copies of any memos, emails or other evidence of bookings related to the training venue, equipment and personnel.

Your session plans should contain the following:

- clear statements of learning outcomes
- outcomes should suit intended learner needs and expectations, and have been confirmed with stakeholders
- delivery and assessment method
- review activities that are in accordance with organisational policies and procedure

Your assessor will use the accompanying Preparation Checklist to document your session preparation.

Preparation Checklist (for use by assessor)

Learner:

Assessor:

Please indicate ✓ or x whether or not the evidence listed has been covered in each of the three training plans and session materials. Use the 'comments' space to elaborate and to record notes for your feedback to the learner.

Sessions			Training plans and materials
1	2	3	
			Three training plans are provided that contain:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	clear statements of learning outcomes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	delivery method which aids and reinforces the achievement of learning outcomes and anticipates possible learning barriers and differences in learning styles of participants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assessment method appropriate to the needs of learners, outcomes and training venue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	training materials and resources that match session content
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	any materials unable to be provided to the assessor are listed or have diagrams or photographs provided

Comments:

Evidence of booking venues, materials and personnel

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emails, memos or other evidence is provided of bookings for venues, equipment or preparation of venue layout
--------------------------	--------------------------	--------------------------	--

Comments:

Evidence of clear review criteria

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | review criteria are documented and are clear |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | review activities are in accordance with organisational policies and procedures. |

Comments

List of resources provided:

Assessor signature: _____

Date: _____

Assessment Task Two – Element 2

Introduction

This assessment task is designed to assess your ability to:

- deliver group training sessions to adults.

Task Instructions

You will now **need to be observed delivering the three group training sessions** of a minimum 30 minutes each for which you have supplied session plans and materials.

Contact your assessor in advance of your delivery of each training session to give them time to arrange to be present.

Check with your participants that they are comfortable having an observer present.

Your assessor may suggest the use of a suitably experienced observer other than themselves, especially if the assessor is based at a distance from the location where your training sessions are to take place.

All three sessions may be assessed on the same day and with the same group of participants if you are delivering a half-day or day long training programme.

Your assessor or approved observer will use the accompanying Observation Checklist to document each of the three training sessions.

Please familiarise yourself with the Observation Checklist and the criteria on which you are being assessed.

Many learners will also collect their feedback from participants toward Task Three during their training sessions. You will need to plan for Task Three also if your organisation wishes you to obtain participant feedback at the time of the sessions.

Observation Checklist

(for use by assessor or approved observer)

Learner:

Topic/Context:

Start and finish times:

Venue:

To: Observer

Please indicate ✓ or x whether or not you have observed the performance criteria demonstrated sufficiently to be confident of the learner's ability in that area. Use the 'comments' section to record examples and to take notes for your feedback to the learner.

Delivery of learning presentations

- Learning outcomes, sequence of learning activities and intended assessment processes are explained to learners at the start of the session.
- Delivery incorporates a range of training processes. These may include, but are not limited to:
 - delivering information
 - explanation
 - demonstration
 - interaction
 - learner practice
 - consolidation
- A positive learning environment is created and maintained. Includes, but not limited to:
 - participation
 - resource availability
 - two-way communication
 - pace
 - monitoring process
 - other (please specify)
- Application of the assessment process checks the achievement of learning outcomes.

Comments:

/ cont

Review

- Learner reaction to training is sought for this training session.

Comments:

Observer:

Signature:

Assessment Task Three – Element 3

Introduction

This assessment task is designed to assess your ability to:

- review group training sessions.

Task Instructions

You will need to produce evidence that you have sought and analysed learner reactions to each of the three sessions that you have delivered.

This may be done by the use of a written session feedback or evaluation sheet, but does not necessarily have to be done in this way.

Learner reaction will need to address: organisation, delivery, content, location, interaction, opportunities to practice.

Please list your review activity for each session on the accompanying Review Activity Form, also listing the review materials that you have collected for that session.

Record your analysis or response to participant comments in activity number 2.

For activity number 3 you will need to self-assess your own performance against your goals for each session. These may be the learning outcomes for each session, but may also include personal goals, such as trying a new activity, or ensuring that learners enjoyed a particular experience.

After you have completed activities 1 – 3, complete section 4 of the Review Activity Form. This requires you to identify any adjustments you intend to make as a result of your review.

Please provide your assessor with a copy of any feedback material, along with any session plans or materials which you have revised as a result of review activities.

Review Activity Form

Learner:

Session Review

1. How did you review each of your three training sessions with participants?

Session 1:

Materials provided for this assessment:

Session 2:

Materials provided for this assessment:

Session 3:

Materials provided for this assessment:

Facilitator Analysis of Feedback

2. What conclusions has your analysis of participant feedback led you to?

Session 1:

Session 2:

Session 3:

Self Assessment Against Own Goals

3. Please record:

- (a) your own personal goals for each session; and**
- (b) the extent to which your goals were achieved.**

Personal goals for session 1:

Achievement:

Personal goals for session 2:

Achievement:

Personal goals for session 3:

Achievement:

Adjustments Following Review

4. What changes will you make to organisation, delivery, content, location, interaction, or practice opportunities as a result of your review activity?

Session 1:

Session 2:

Session 3:

Assessment Guide

The following guide will be used to assess your competence in Unit 19444 V1 Deliver group training sessions to adults

Task / Element	Evidence Required	Judgement	
<p><i>Task 1 / Element 1</i></p> <p>This task involves the learner providing 3 session plans and session materials for training sessions with adults which they are to deliver.</p> <p>Each session must be for a minimum of 30 minutes duration.</p>	<p>The learner provides 3 session plans covering a minimum of 30 minutes duration each.</p>	<p>Three plans are provided which cover the criteria of Task One.</p>	<p>Yes / No</p>
	<p>The learner provides a copy of all session materials, where practical.</p>	<p>Session materials are provided which will assist the achievement of learning outcomes.</p>	<p>Yes / No</p>
	<p>The assessor documents session preparation on the Preparation Checklist.</p>	<p>Learner preparation results in completion of the Preparation Checklist.</p>	<p>Yes / No</p>
<p><i>Task 2 / Element 2</i></p> <p>This task involves the learner being observed delivering 3 group training sessions to adults, each 30 minutes or more in duration.</p>	<p>The learner is observed delivering 3 group training sessions, each of which is documented on an Observation Checklist by the assessor or an approved observer.</p>	<p>Three observations are completed with adult learner groups.</p>	<p>Yes / No</p>
		<p>An Observation Checklist is completed for each session.</p>	<p>Yes / No</p>
<p><i>Task 3 / Element 3</i></p> <p>This task requires the learner to describe his/her review activity and the changes that will be made as a result.</p>	<p>The learner must engage in some sort of review activity during each of the three presentations.</p>	<p>The learner includes a review activity in each of the three session plans.</p>	<p>Yes / No</p>
	<p>The learner completes the Review Activity Form.</p>	<p>The learner is observed reviewing each session with participants.</p>	<p>Yes / No</p>
		<p>Learner is able to reflect on own goals, analyse feedback and act on it to make changes.</p>	<p>Yes / No</p>