|  |
| --- |
| **Candidate Name/s**:  **Group & individual assessment**  **A6**  **ID: Number/s:** |

|  |  |
| --- | --- |
| **Assessment Description:** | Prepare and deliver a series of training sessions, following the learning program design and session plans which have been developed to support the implementation and embedding of your WPR  ***(Note: structure of facilitated sessions will combine both group and individual sessions.*** |
| **Due date:** | Week 8 of program – Facilitated sessions  Week 10 of program – Evaluate sessions |

|  |
| --- |
| **Purpose of Assessment:**  Facilitate group–based learning using the Learning Program and Session Plans you have developed |

**Assessment Method:**

The assessment requires a series of facilitated sessions to be conducted (e.g. 40-60 minutes) across different learner groups.

To meet this requirement you will be assessed as follows:

1: You will be formed into groups (LP outcomes) to develop a session plan for facilitation of the session to be conducted to the entire workshop.

2: The group facilitated session will be peer reviewed, and feedback provided allowing your group to make any changes for continuous improvement.

**Note:** Group sessions have been designed to allow you to practice your facilitated delivery and develop a similar group session plan which you can easily adapt to suit the needs of your WPR project.

3: Prepare your individual LP session plan that you will follow to facilitate the implementation of your project in your country.

The review of your facilitated session(s) will be evaluated as part of the activities in Module 3

**Instructions:**

Step 1: Develop the session plan to facilitate a to workshop participants taking into consideration a number of additional specifications which are listed below:

* Breakdown of task and allocation and timing of who will present each part of the training
* Consideration of the diversity and cultural differences of the learners
* Ensure that you provide a safe learning environment
* Learning materials, resources and equipment have been properly identified, sourced and used in accordance with any stipulated specifications
* Interpersonal skills are used when conducting demonstration or presenting to engage the learners
* Learning characteristics and needs of the learners have been identified and learning delivery adjusted to meet the characteristics, learning styles and needs
* Presentation aids and instructions are used to engage and deliver a dynamic demonstration
* Ensure that the session plan outcome have been covered and achieved
* Opportunities have been provided for two way communication to occur during or after facilitated session
* Feedback is sought and captured at the end of the session and reviewed by the all participants.

Step 2: Group facilitates their session to the workshop.

Step 3: Be prepared to review the outcomes of the group session with learners and program facilitator/assessor, responding to and collecting information and comments based on feedback and questioning. Complete Appendix 3 feedback.

**Timeframe:**

**Group facilitated session:**

* Each group will have 60 minutes to plan and document the requirements of their session plan, using the attached template
* Groups will then have 10 minutes to review and prepare for facilitated delivery
* 40 minutes has been allocated for groups to facilitate their session plans
* Groups will have a further 10 minutes to collect and review feedback from workshop group

**Individual facilitated session: (***to be completed between Module 2 and Module 3)*

* Using the group facilitated session as the trial example for facilitating a learning session you are individually required to prepare, facilitate review a session plan to implement your WPR project outcome in country, before Module 3 starts in 9 of program schedule.
* You will be required to collect feedback on your session from participants which will be evaluated as part of Module 3 activity in week 10.

**Session Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** ……………………………………………………………………………………………………………  **Title of Training Session:** ……………………………………………………………………………………………  **Brief explanation of training session it is linked to WPR project** ………..……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………… | | | |
| **Location for training:**  …………………………………….....  ……………………………………….. | **Date/s of training:**  ………………………………………...  ………………………………………... | | **Time of training:**  ………………………………………...  ………………………………………... |
| **Training Purpose:** (*brief explanation why the training is being undertaken)*  ………………………………………................................  ………………………………………................................  ………………………………………................................  ………………………………………................................  ………………………………………................................  ……………………………………………………………… | | **Learning outcomes required:** (*list the outcome/s that you are hoping to achieve from the training session)*  \*  \*  \*  \* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Learner/s:** | **Learner/s characteristics**:  *(detail any specific characteristics that may assist you when planning and delivering work skill instruction program)* | **Learner/s special needs:**  *(list any special needs that your trainees may require or need assistance with when delivering the work skill instruction)* | **OHS requirements:**  *(consider all OHS requirements and resources for the training environment – including PPE, training resources and equipment, training location )* | **OHS planning & contingencies:**  *(list any contingencies that you may need to have in place to ensure a safe training environment and the welfare of your trainees)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Sequencing of delivery** | **Overview of Skills / Knowledge** | **Resources & Equipment**  **required** |
|  | **Introduction**  I – *grab the learner/s interest*  N – *explain the need for the training*  T – *provide details of the timing of the program*  R – *what is the range of activity that will be covered during the training*  O – *what outcome do you expect to be achieved at the end of the training* |  |  |
|  | **Topic 1**  **Topic 2**  **Topic 3**  **Topic 4** | **Overview of Skills / Knowledge**  **Overview of Skills**  **Overview of Skills / Knowledge**  **Overview of Skills / Knowledge** | **Resources & Equipment**  **required**  **Resources & Equipment**  **Resources & Equipment**  **required**  **Resources & Equipment**  **required** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Training Conclusion**  O – *(were the outcomes of the training achieved)*  F – *( provide feedback to learner/s and seek feedback from learner/s)*  F – *( explain what happens next or how they can apply the training in the context of their role)* |  |  |

**Appendix Three: Feedback from participants**

Aspects of the facilitated session that were effective included:

|  |
| --- |
|  |

Aspects that were not effective included:

|  |
| --- |
|  |

To improve the effectiveness of future sessions the facilitators could:

|  |
| --- |
|  |

Other comments:

|  |
| --- |
|  |