



Part 1 : Trainer Resources

Code	Who	Description	Completed
1A		Heading page – Trainer Resources	<input type="checkbox"/>
1B		Contents Page – Trainer Resources	<input type="checkbox"/>
1C		<p>Trainers Brief / Information</p> <ul style="list-style-type: none"> • Guidelines for Trainers • AQTF • Legislation • Assessment Guidelines (mention and full in Part 3) • Requirements of Trainers / Handover • Role of trainer • OSH • Result of issuing a SOA, Certificates • Access and Equity • Acquiring Training materials • Direct Supervision <p>✘ Two types/pats (Generic VET and Course Specific)</p> <p>✘ Also see Trainer and Assessor Guide</p> <p>✘ Acts of Parliament – relating to this TRM</p> <p>✘ Delivery Modes, Where the course can be run etc, alternatives</p> <p>✘ Full list of Resources (for Trainer and Participants), plus checklist</p> <p>✘ Pre-requisites of the course</p> <p>✘ Participants Numbers recommended</p>	<input type="checkbox"/>
1F		Role of course Managers/ trainers/assessors (Note: Course report template in Part 5)	<input type="checkbox"/>
1G		Checklist for Course Manager / Coordinator / Trainers (Blank Trainer Checklist in Part 5)	<input type="checkbox"/>
1H		Course Nomination/Application Form (Blank Form see Part 5)	<input type="checkbox"/>
1I		Course Confirmation Letter / Joining Instruction – for participants	<input type="checkbox"/>

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**Part 1 : Trainer Resources cont...**

Code	Who	Description	Completed
1J		Participant Attendance Sheets / Participant Record (to cover everyday of entire course)	<input type="checkbox"/>
1K		Course Timetable	<input type="checkbox"/>
1N		Training Aids a) Handouts b) Overheads (landscape) c) MS Powerpoint	<input type="checkbox"/>
1O		Session Plans (also information regarding - Standard format)	<input type="checkbox"/>
1S		Evaluation of TRM including Participant Evaluation form (Blank in Part 5)	<input type="checkbox"/>
1T		Outline of how evaluation through the TWO levels will be conducted	<input type="checkbox"/>
1U		Evaluation instructions / information	<input type="checkbox"/>



Part 2 : Participant Resources

Code	Who	Description	Completed
2A		Heading page – Participants Resources	<input type="checkbox"/>
2B		Contents Page – Participants Resources	<input type="checkbox"/>
2C		<p>Participants Workbook (learning manual)</p> <ul style="list-style-type: none"> • Activities listed • Working document • Full learning document • Brief overview of assessment • Copies of assessment instruments • Participants information – relevant to them <ul style="list-style-type: none"> ○ TRM Title page, What it is ○ Content page for participants workbook ○ Unit of Competency (full information) (Page 23 of CBTA-wA) ○ Timetable ○ Code of practice ○ Note outcome at successful completion - SOA • Use of Action Icons (These will be consistent throughout all TRMs) • References or other resources • Pre-requisites • Things they need to bring to course • Blank spaces for making notes • Instructions on how to use workbook • Expectations of participants for course 	<input type="checkbox"/>
2D		Pre-work – assignment, readings etc.	<input type="checkbox"/>
2E		Standard 6.3 Information (brochure)	<input type="checkbox"/>

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Part 3 : Assessment Resources

Code	Who	Description	Completed
3A		Heading Page (Assessment Resources)	<input type="checkbox"/>
3B		Contents Page (Assessment Resources)	<input type="checkbox"/>
3C		Assessment Guidelines (PSTP – Full)	<input type="checkbox"/>
3D		Guidelines / Instructions for Assessors (including code of practice for assessors (CIV AWT TP)	<input type="checkbox"/>
3E		Guidelines / Instructions for Candidates including Appeals, and Skills recognition	<input type="checkbox"/>
3F		Assessment Instruments (definition as per WADOT CBTA book) <ul style="list-style-type: none"> ○ Written ○ Observations ○ Portfolio ○ Simulation etc 	<input type="checkbox"/>
3G		Assessment answers (test)	<input type="checkbox"/>
3H		Skills Recognition Policy (REIWA) information and flowchart	<input type="checkbox"/>
3I		Outcome of success = SOA	<input type="checkbox"/>
3J		Accreditation / Assessment information	<input type="checkbox"/>
3K		Assessment checklists (Blank copies in Part 5)	<input type="checkbox"/>
3L		Assessor Checklist (Blank in Part 5)	<input type="checkbox"/>
3M		Evidence Summary Sheets explanation - Training and Assessment Mapping document (Elements and Performance Criteria Matrix) – see in Part 4 - P13	<input type="checkbox"/>
3N		Dimensions of competency matrix (see in Part 4) explanation	<input type="checkbox"/>
3O		Skills and knowledge Matrix (Training and assessment) Explanation – against Uof C including ROV, EG and Key Competencies (See in Part 4)	<input type="checkbox"/>
3P		Principles of Assessment Matrix (Validity, Reliability, Fairness and Flexibility) Explanation (See in Part 4)	<input type="checkbox"/>

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Part 3 : Assessment Resources cont...

Code	Who	Description	Completed
3Q		Rules of Evidence Matrix (Validity, Reliability, Currency, Authenticity, Sufficiency) explanation (See in Part 4)	<input type="checkbox"/>
3R		AQF Levels Matrix explanation (See in Part 4)	<input type="checkbox"/>
3S		Assessment Tools (as per WADOT definition) (eg old assessment framework)	<input type="checkbox"/>
3T		Assessment Plan (sign off)	<input type="checkbox"/>
3U		<p>Skills Recognition:</p> <ul style="list-style-type: none"> a) Materials for candidate b) Information for candidate, including appeals process, rules of evidence, process, templates, ongoing support collecting evidence c) Information for Assessor <p>**look at –6-7 SR (Blue book TAC April 2002) for principles and operating guidelines</p> <p>**look at p8-12 SR (Blue book TAC April 2002) for minimum requirements</p> <p>**Book 3 (Green Slab) exemplar materials p97-130</p>	<input type="checkbox"/>
3V		Recording evidence (for Assessment and SR)	<input type="checkbox"/>
3W		TRM Assessment protocol Checklist	<input type="checkbox"/>
3X		Evidence Requirements	<input type="checkbox"/>
3Y		Assessment Options	<input type="checkbox"/>
			<input type="checkbox"/>

**Part 4 : TRM Mapping documents**

Code	Who	Description	Completed
4aa		Heading Page (TRM Mapping documents)	<input type="checkbox"/>
4ab		Contents Page (TRM Mapping documents)	<input type="checkbox"/>
4A		Evidence Summary Sheets - Training and Assessment Mapping document (Elements and Performance Criteria Matrix)	<input type="checkbox"/>
4B		Dimensions of competency matrix	<input type="checkbox"/>
4C		Skills and knowledge Matrix (Training and assessment)	<input type="checkbox"/>
4D		Principles of Assessment Matrix (Validity, Reliability, Fairness and Flexibility)	<input type="checkbox"/>
4E		Rules of Evidence Matrix (Validity, Reliability, Currency, Authenticity, Sufficiency)	<input type="checkbox"/>
4F		AQF Levels Matrix	<input type="checkbox"/>
4G		Assessment guidelines/ Assessment requirements mapping	<input type="checkbox"/>
4H		Evidence Requirements	<input type="checkbox"/>



Part 5 : Blank Template documents

Code	Who	Description	Completed
5aa		Heading Page (Blank template documents)	<input type="checkbox"/>
5ab		Contents Page (Blank template documents)	<input type="checkbox"/>
5A		Checklist for Course Manager / Coordinator / Trainers (Prior, during and after course with a sign-off)	<input type="checkbox"/>
5B		Course report template	<input type="checkbox"/>
5C		Participation / Attendance Sheet	<input type="checkbox"/>
5D		Course Nomination/Application Form	<input type="checkbox"/>
5E		Assessment checklists	<input type="checkbox"/>
5F		Assessor checklists	<input type="checkbox"/>
5G		Participant Evaluation form	<input type="checkbox"/>
5H		Record of Assessment evidence used for assessment decision (for each element and performance criteria for each candidate).	<input type="checkbox"/>
5I		Direct Supervision Report	<input type="checkbox"/>
5J		Assessment/Evidence Plan	<input type="checkbox"/>
5K		Issue of non nationally recognised certificates	<input type="checkbox"/>
5M		Assessment – Post Assessment Briefing	<input type="checkbox"/>
5N		Assessment – Pre Assessment Briefing	<input type="checkbox"/>