



Trainer Direct Supervision Form

When a Perth Boat School Trainer does not hold the full competencies of Certificate IV in Training and Assessment or equivalent, they must be under the Direct Supervision of a person who does hold that qualification. Furthermore, Perth Boat School Trainer is obliged to record the progress of the “direct supervision” that has occurred.

This form is to be completed by the Director Perth Boat School to outline this process.

Name of Trainer:	_____
Name of Course:	_____
Name of Manager/ Supervisor:	_____
Course Date:	_____

Type of Direct Supervision undertaken:

(Supervisors are to provide a brief explanation of direct supervision undertaken.)

Telephone Coaching:	Date/s: _____

Face-to-face Coaching:	Date/s: _____

Observation of training:	Date/s: _____



Trainer Direct Supervision Form

Canvassing participant feedback:

Date/s: _____

Ongoing throughout delivery :

Observation occurred by:

Peer Assessment occurred by:

After delivery :

Trainer Self Evaluation form completed

Trainer Course Evaluation form completed

Discussion of Trainer Performance:

Agreed Actions for Development

Trainer/Assessor Signature: _____

Direct Supervisor Signature: _____

Date: _____