Trainer Observation Assessment Form

This form is to be used by Perth Boat School to give constructive feedback to a Trainer.

The Perth Boat School will :

- Advise the Trainer that this checklist will be used to give feedback on their performance. It is therefore preferable to give as much notice as possible about this checklist's requirements.

- While observing the training session, tick the box that best represents the Trainer's performance in each area, using the columns, as outlined below:

	Requires Further Evidence	Yes
Tick the box in the column titled **'Requires Further Evidence'**, if you are unsure if the Trainer has provided sufficient evidence to fully satisfy the criteria	☑	☐
Tick the box in the column titled **'Yes'**, if you are fully satisfied that the Trainer has meet the criteria specified	☐	☑

- Be as inconspicuous as possible, eg. at the side/rear of the training room, and not interrupt or be part of the training session. This allows them to observe all aspects of the training session, and not be side-tracked.

- At the conclusion of the session, use the checklist to give verbal feedback to the Trainer. The response from the Trainer may also be included, after the verbal feedback has been given.

Trainer Name:
_____

Course: _____   **Date:** _____

Commencing Time: _____   **Finish Time:** _____   **Total Time:** _____

	Requires Further Evidence	Yes
1. INTRODUCTION		
Did the Trainer:		
• create an interest in learning?	☐	☐
• put the Participants at ease?	☐	☐
• state the lesson, main points and/or purpose, clearly?	☐	☐
• state the learning outcomes clearly?	☐	☐
• state the assessment (or performance) criteria and assessment methods clearly?	☐	☐
• explain how the information is relevant to their jobs/role/function?	☐	☐
• state any safety requirements clearly (if applicable)?	☐	☐
• check current knowledge/experience?	☐	☐
Comments: _____ _____		
2. BODY		
Did the Trainer:		
• follow the lesson plan **as per the Training Resources / course manual**?	☐	☐
2a. Skills Session (if applicable)		
• give a short overview and **Explanation** of the skill?	☐	☐
• **Demonstrate** the skill, using stages and emphasising key points?	☐	☐
• supervise and observe participants as they **Practice** the skill?	☐	☐
• Ask **Questions**, checking for correct techniques and identifying faults	☐	☐
• allow sufficient time / opportunities to practice	☐	☐
• give constructive feedback and positive re-enforcement during practice?	☐	☐
2b. Knowledge Session (if applicable)		
• **Explain** the information clearly?	☐	☐
• conduct **Activities** to reinforce new knowledge?	☐	☐
• **Summarise** throughout the session to consolidate the learning?	☐	☐
Comments: _____ _____		
3. SUMMARY		
Did the Trainer:		
• summarise the main points of the whole session?	☐	☐
• link the training to the on-the-job requirements?	☐	☐
• allow time for Participants to ask final questions / clarify uncertainties?	☐	☐
Comments: _____ _____		

	Requires Further Evidence	Yes
4. ASSESSMENT (IF APPLICABLE)		
Did the Trainer/Assessor:		
• conduct the assessment in accordance with the assessment requirements, as outlined in assessment resources	☐	☐
• complete all relevant forms (as per assessment resources)	☐	☐
• provide feedback to candidates on assessment results and future steps	☐	☐
Comments: _____ _____		
5. CONCLUSION		
Did the Trainer:		
• provide feedback on performance?	☐	☐
• establish when the next session would take place and give a preview?	☐	☐
• make a link to the next session?	☐	☐
Comments: _____ _____		
6. OVERALL PERFORMANCE		
Did the Trainer:		
• Ensure appropriate and sufficient resources and equipment for all participants	☐	☐
• Ensure the learning environment (eg. classroom, training ground, etc) was set up appropriately, eg. to meet participant's needs?	☐	☐
• train at the appropriate level for the Participants?	☐	☐
• use time effectively?	☐	☐
• use questions to involve Participants?	☐	☐
• provide feedback for Participants?	☐	☐
• not have any distracting mannerisms?	☐	☐
• use visual aids effectively? eg. whiteboard, overhead/data projector, butchers paper, etc.	☐	☐
Pitch and Tone of voice: Too loud ❏ Too Soft ❏ Easy to listen to ❏		
7. SAFETY (IF APPLICABLE)		
• Were the safety requirements maintained?	☐	☐
• Was the training conducted in a safe and accessible environment	☐	☐
Comments: _____ _____		

8.   **What aspects of the training session were most effective?**

9.   **What constructive feedback could you give to assist this Trainer to improve their training techniques?**

Trainer/Assessor's Name: _____

Signature: _____

Date: _____

Trainer/Assessor's Response:

Perth Boat School: _____

Signature: _____

Date: _____