

Serial No: T

Professional Trainer Certificate

Candidate assessment record

Candidate's name (in full and block capitals):

Centre name:

Centre number:

Duration of course (start date and last date of course attendance):

Title of assignment:

I hereby certify that to the best of my knowledge the submitted assignment is the candidate's own work and that he/she has not received unauthorised assistance in completing this assignment.

Trainer's signature:

Date:

Trainer's name (block capitals):

Trainer no:

Final result

Credit

Pass

Fail

This result is only valid if the candidate self-evaluation, marking grid and trainer feedback report are complete.

Please note: only an original candidate assessment record may be submitted.

Assignment

You should design, plan and deliver a training session that should last at least 20 minutes and clearly address the six performance criteria used for assessment (see marking grid).

Your session plan should include the following:

- topic
- learning objectives
- target group
- structure of the session
- techniques and aids you intend to use
- assessment method to determine the achievement of the objectives.

Please refer to the Student Guidelines.

Once you have completed your assignment, fill in the 'Candidate self-evaluation' section (overleaf), sign the authentication statement and forward your session plan, together with one Peer Assessment form and this Candidate Assessment Record to your trainer for marking. Remember to keep a copy of your session plan and the Peer Assessment form.

Candidate self-evaluation

(To be completed by the candidate.)

1 Training needs and objectives

How well was your session matched to the target group and how SMART were the objectives?

2 Training structure and design

How well designed was your training structure – was it well planned and prepared and easy to follow?

3 Learning styles and preferences

How well did you demonstrate your understanding of individual learning preferences through the training plan and the training aids selected or designed?

4 Training skills

Comment on how diverse your training methods and training aids were.

5 Training styles and communication

How well did you communicate with the group, and did they respond as you hoped or planned?

6 Training assessment

How well did you evaluate the session against its objectives?

Personal action plan for improvement

I hereby certify that the submitted assignment is my own work and that I have not received unauthorised assistance in completing this assignment.

Candidate's signature:

Date:

Marking grid and trainer feedback

(To be completed by the trainer, after the candidate has completed the self-evaluation.

The trainer should provide details in support of the marks awarded.)

Performance criteria	Grade awarded
1 Training needs and objectives	
A Created a session that was ideally matched to the target group and set appropriate well-defined SMART objectives.	
B Matched the session to a reasonable degree with the target group, and set reasonably defined training objectives.	
C Created a session that failed to match the target group, with no defined training objectives.	
2 Training structure and design	
A Designed a detailed training structure that was well planned and prepared and easy to follow.	
B Designed a training structure that was reasonably well planned with some preparation and reasonably easy to follow.	
C Did not produce a training structure with any significant planning or preparation that could be followed.	
3 Learning styles and preferences	
A Demonstrated a thorough understanding of learning preferences through the training plan and the training aids selected or designed.	
B Demonstrated some understanding of learning preferences through the training plan and the training aids selected or designed.	
C Failed to take account of the variety of learning preferences in the training plan and the training aids selected or designed.	
4 Training skills	
A Used several diverse training techniques effectively and competently.	
B Used several diverse training techniques to an acceptable degree.	
C Used only a limited range of training techniques with limited effect.	
5 Training styles and communication	
A Demonstrated excellent rapport, communication and feedback with the group.	
B Demonstrated acceptable rapport, communication and feedback with the group.	
C Failed to demonstrate significant rapport, communication and feedback with the group.	
6 Training assessment	
A Evaluated the assessed session against its objectives in an effective manner and produced an appropriate, well-focused, personal action plan for future development.	
B Carried out an evaluation against some objectives and produced a reasonable action plan for future development.	
C Carried out a minimal evaluation of the session, producing a weak or unfocused action plan.	
Credit = all grade As Pass = any combination of As and Bs Fail = one or more C Overall grade	

Trainer feedback report



How useful was the candidate's peer assessment feedback to another candidate?

Please outline key points for development/improvement.

Did the candidate make more than one attempt at writing this assignment? Yes No
If yes, please complete the 'Assignment history' section (overleaf).

Trainer's signature:

Date:

Assignment history

(If the candidate made more than one attempt to complete this assignment, give details about the weaknesses identified and the advice given to the candidate.)



Trainer's signature:

Date:

SAMPLE



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