

Serial No.: TS

# Level 3 Award in Training Skills and Practice Candidate assessment record

For CIEH USE ONLY

## Final result

Pass (30–50)

Fail (0–29)

Candidate's name

(in full and block capitals):

Date of birth:

D

D

M

M

Y

Y

Y

Y

Candidate's address:

Post code:

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

Centre name:

Centre number:

I hereby certify that the submitted assignment is my own work, I have not received unauthorised assistance in completing this assignment and understand that it has been produced for assessment purposes only.

Candidate's  
signature:

Date:

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 (in full and block capitals):

Trainer number:

## Assignment

### 1 Produce a plan for a 25–30-minute micro-teach session.

It must include:

- an indication of how the session relates to a full teaching programme
- the nature of the target group
- the learning outcomes
- a selection of teaching and learning approaches to engage and motivate learners
- an appropriate method of testing that learning has occurred.

### 2 Deliver the micro-teach session, demonstrating your ability to:

- set the scene for effective learning
- communicate appropriately and effectively with learners
- give feedback to learners.

### 3 Obtain feedback from your peers and trainer, and complete a self-evaluation to reflect on and evaluate the effectiveness of your micro-teach session.

## Checklist

Once you have completed your assignment:

- sign the authentication statement above

Then give this candidate assessment record to your trainer together with:

- your session plan
- four peer assessment forms related to your micro-teach session
- your self-evaluation form (make sure you complete both sides)

Remember to keep a copy of your session plan, the four peer assessment forms and your self-evaluation form.

# Marking grid and trainer feedback

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

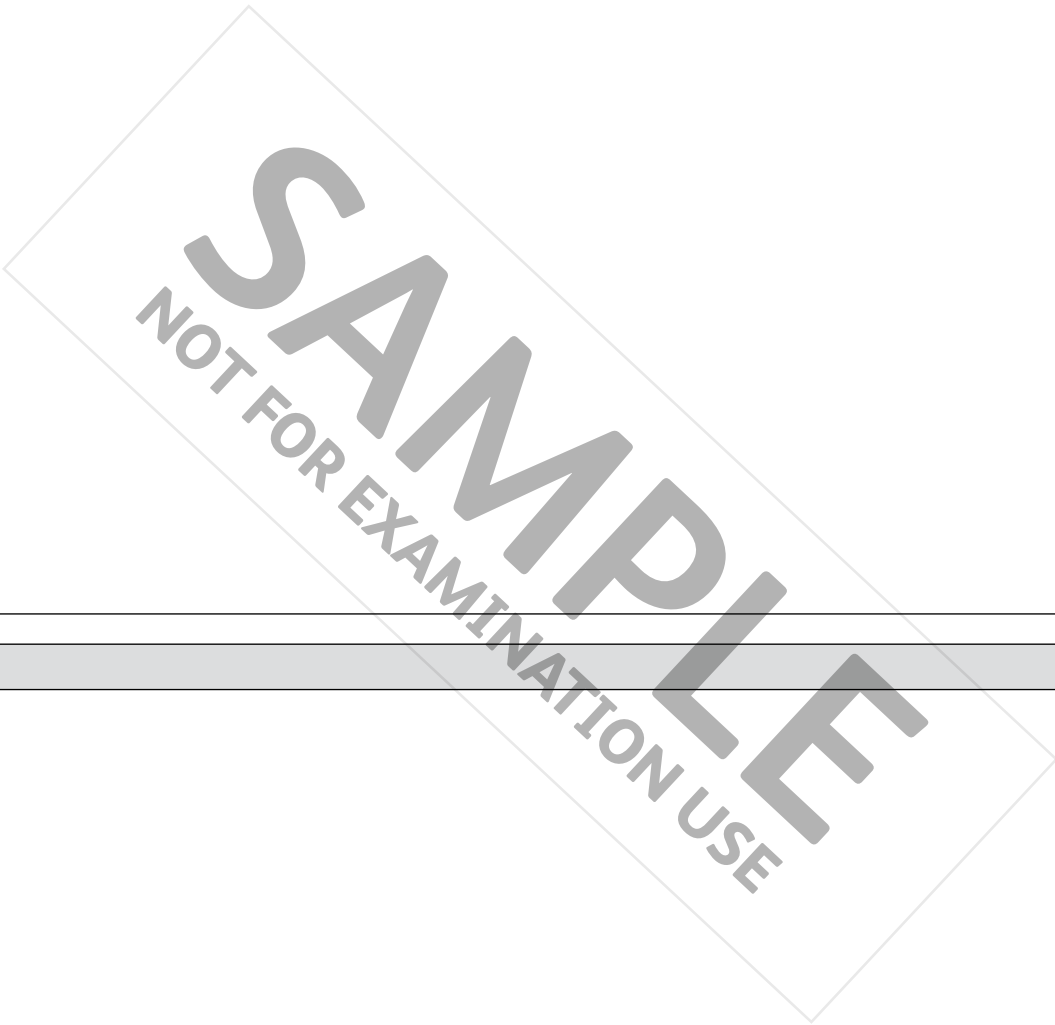
The trainer should provide details in support of the marks awarded. Moderators are unable to verify the marks if the marking grid and trainer's comments are incomplete)

Performance criteria	Maximum marks	Marks awarded	Moderator's /External Verifier's marks
<b>1 Session plan for a 25–30 minute micro-teach session</b>			
An indication was given of how the session relates to a full training programme.	2		
The nature of the target group was defined in the session plan.	3		
The relevant learning outcomes were included in the session plan.	5		
A selection of engaging and motivating training and learning approaches were included in the session plan.	3		
An appropriate method of testing that learning has occurred was used.	2		
<b>2 Delivery of the micro-teach session</b>			
A scene for effective learning was set	4		
Used a range of ways of communicating information and made training accessible and interesting to learners (including the selection/design of suitable and relevant training resources).	15		
Provided good targeted feedback during the session.	6		
<b>3 Self-evaluation of the micro-teach session</b>			
Evidence of reflection, analysis and evaluation (including recommendations for improvement).	10		
<b>Total</b>	<b>50</b>		

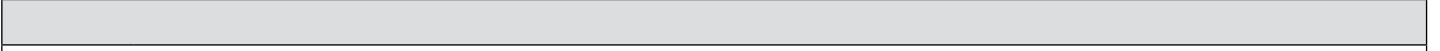
Trainer's comments



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Did the candidate make more than one attempt at completing this assignment?

Yes

No

If yes, please complete the 'Assignment history' section overleaf.

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

