ASSESSMENT CHECKLIST   Instructor Trainer (IT)

This form must be completed by both the PACI instructor trainer who conducted the instructional skills training *and* the assessor who conducted the final assessment. Forward an original copy of this checklist to PACI head office – make a copy for your own records.

[ ] Name of IT who completed the IT candidates instructional phase: _____

[ ] Name of IA who completed the IT candidates instructional phase: _____

Course start:_____   Course finish:_____

Location:_____

Industry context: (indicate the context in which training takes place by checking relevant boxes)

[ ] Outdoor recreation
      [ ] abseiling
      [ ] top rope climbing
      [ ] lead climbing
      [ ] caving
      [ ] canyoning
      [ ] ropes courses
      [ ] artificial walls
      [ ] natural surfaces
      [ ] single-pitch applications
      [ ] multi-pitch applications

[ ] Industrial roping
      [ ] AS 4488 rope suspension work
      [ ] tower climbing
      [ ] roof access
      [ ] tree canopy access
      [ ] general working at height

[ ] Public safety
      [ ] vertical rescue
      [ ] state emergency services organisation (eg SES, SCAT, QFRS, etc)
      [ ] mine rescue team
      [ ] site rescue team _____ (specify)

Instructor Trainer (IT) Candidates: (maximum 2:1 student-to-instructor ratio is recommended)

1._____ (print name)

2._____ (print name)

Method of assessment: Conducted by third party assessor. Assessment will involve the following areas:

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS

Pre-existing competency as an instructor

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS
[ ] Assessor qualifications (eg TAA or equivalent) [ ] Industry-based qualifications (eg PACI, ACIA); or [ ] Experience as an instructor (have actually conducted formal competency based training & assessment)	Evidence of competency required (may RPL)	It is expected that IT candidates will already have instructor-level skills and preferably have prior work experience.

Ability to teach and present accurate information in a logical and structured sequence

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS
Theory presentations: [ ] present a demonstration theory lesson [ ] assess min of 2 candidate presentations [ ] adhere to PACI lesson assessment form [ ] reach same assessment decisions as senior assessor	As assigned	A structured lesson format must be followed. Must reach same assessment conclusions as senior assessor using criteria that is accurate, measurable, fair and consistent.
Ground training presentations: [ ] present a demonstration ground lesson [ ] assess min of 2 candidate presentations [ ] adhere to PACI lesson assessment form [ ] reach same assessment decisions as senior assessor	As assigned	A structured lesson format must be followed. Must reach same assessment conclusions as senior assessor using criteria that is accurate, measurable, fair and consistent.
Height training presentations: [ ] present a demonstration height lesson [ ] assess min of 2 candidate presentations [ ] adhere to PACI lesson assessment form [ ] reach same assessment decisions as senior assessor	As assigned	A structured lesson format must be followed. Must reach same assessment conclusions as senior assessor using criteria that is accurate, measurable, fair and consistent.

Ability to demonstrate skills

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS
Ability to demonstrate skills: [ ] Skills are demonstrated slowly and accurately to clearly exhibit the performance requirements [ ] Method demonstrated is effective and provides the lowest achievable risk profile (ALARA)	Range of skills – expectation that performance ehibits a degree of precision	PACI scores skill demonstrations on a 1-5 scale. A five (5) indicates 'demonstration quality' – good enough to appear on a video for distribution.

Ability to debreif trainee performance including counselling skills

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS
Ability to debrief a candidate instructors performance [ ] provide accurate and focussed feedback [ ] provide advice and remedies/solutions to candidate problem areas [ ] provide counselling to candidates experiencing learning difficulties [ ] apply principles of conflict resolution	In accordance with the particular lesson. Debriefing sessions form a vital part of the training process.	Positive corrective feedback must be given to candidates after their lessons with a view to achieving continuous improvement. Apply principles of conflict resolution to manage candidates who become challenging as a result of the stress of having to perform to a standard.

Knowledge

AREA OF ASSESSMENT	LESSON TOPIC	COMMENTS
Knowledge of PACI systems and training methods [ ] Recording assessment results [ ] PACI documentation requirements	PACI CD-ROM and information from website	An IT must have a robust understanding of the PACI system.
Knowledge of National Training Framework [ ] AQTF [ ] State training authority requirements [ ] Training packages [ ] NTIS website	Refer to DEST website and State Training Authority websites.	PACI is an RTO and as such, the AQTF must be followed. Each state has enacted VET laws. RTO's are audited and held accountable for the quality of training and assessment.
OHS [ ] Hazard ID and Risk assessments [ ] OHS laws relevant to your State/Territory	Refer to State or Territory legislation	PACI aims to achieve zero harm to all participants. State OHS laws must be followed.

The standard PACI lesson assessment forms shall be used as the basis of all assessments.

<u>Completed lesson assessment forms must meet the following criteria:</u>
[ ] be legible
[ ] all fields completed
[ ] must have margin notes which are written while observing student performance
[ ] must reach an assessment decision which is recorded on the form
[ ] assessment decisions must be reached in isolation to the senior assessor
[ ] must be written in permanent ink
[ ] must be kept on file – a PACI member file will be created for all assessment instruments

Training Plan:

IT courses are run in conjunction with regular scheduled PACI instructor courses.

1. Be present for all phases of a regular scheduled PACI instructor training program
2. Present demonstration lessons to instructor candidates
3. Assess candidate performance through use of the PACI lesson assessment forms
4. Compare results against those of the senior course instructor – equivalency is required
    [ ] 3 equivalent assessment decisions for theory lessons
    [ ] 3 equivalent assessment decisions for ground lessons
    [ ] 3 equivalent assessment decisions for height lessons
5. Debrief and counsel instructor candidate performance.
6. Perform skills at least to a level of PACI score 4 (exceeding baseline competency critieria)
7. Ensure that students can in fact perform skills to the standard expected by industry.

ASSESSMENT:

[ ] Conducted by a PACI instructor assessor
[ ] Shadow assess during a scheduled instructor assessment
[ ] Assessment decisions are made in isolation to the PACI Instructor Assessor (IA)
[ ] Reach identical decisions in conjunction with the IA
[ ] National assessment principles require accuracy and reliability (eg consistency) – to achieve this requirement, three (3) assessment decisions are required to match those of the IA in terms of:
    1) Decision outcome (ie C or NYC); and
    2) Underpinning reasoning must be based on measurable criteria and be in agreeance with the IA

[ ] Decisions are always made in isolation – and then compared to the IA at the conclusion of a candidate presentation

Note to assessor: Indicate competency by writing C or NYC in each box.

Skills	IT candidate 1	IT candidate 2

PACI Procedures

	IT candidate 1	IT candidate 2
Knowledge of Australia's VET system		
Knowledge of PACI administrative requirements for processing AV forms		
Ability to use & apply PACI training materials		
Knowledge/familiarity of PACI continuing education system		

Theory presentations

	IT candidate 1	IT candidate 2
Using lesson templates		
Presentation skills		
Precision is evident		
Achieve additional criteria from PACI assessment form which does not carry asterix		

Ground training presentations

	IT candidate 1	IT candidate 2
Presentation skills		
Precision is evident		
Ability to demonstrate skills to a PACI score of 4 or better		
Ability to set the scene for the lesson – with well defined start and finish parameters including any assumed skills.		
Ability to follow PACI protocols		

Height training presentations

	IT candidate 1	IT candidate 2
Presentation skills		
Precision is evident		
Ability to set the scene for the lesson – with well defined start and finish parameters including any assumed skills.		
Ability to follow PACI protocols		

Assessor Statement: *I certify that I have completed assessment for all candidate Instructor Trainers (IT's) identified on this checklist. Assessment covered theory, ground and height teaching presentations. I verify that the candidate IT's arrived at the same decision outcomes and their underpinning reasoning was in agreeance with myself. I declare that the IT's are ready to undertake instructor-level training within their respective industry contexts.*

Assessor Signature: _____ Dated: _____

ASSESSOR COMMENTS:

IT candidate name	Remarks
1.	
2.	