

July 3, 2017

DIVISION MEMORANDUM

No. 419, s. 2017

**TRAINER'S METHODOLOGY-1 (TM-1) TRAINING AND ASSESSMENT
FOR TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) TEACHERS**

**To: Assistant Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
District Supervisors/OICs
Secondary School Heads**

1. Attached is Regional Memorandum No. 0419, s. 2017, entitled, "Trainer's Methodology-1 (TM-1) Training and Assessment for Technology and Livelihood Education (TLE) Teachers."
2. The candidates/takers of this activity are those teachers holding plantilla positions and teaching specialized areas in TLE in public secondary schools. They are advised to fill-up the TESDA Application/Registration Form, with the following attachments:
 - a) Photocopy of Transcript of Records (TOR)/Complete Academic Records;
 - b) Photocopy of National Certificate (NC);
 - c) Photocopy of Diploma;
 - d) Photocopy of Training Certificates Relevant to the Qualification; and
 - e) Photocopy of Certificate of Employment of Service Record.
3. These forms shall be submitted to this Office (Attention: Dr. Corazon Pumar-Rabin, Education Program Supervisor) on or before July 14, 2017.
4. Please refer to the attached Memorandum for further details.
5. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MARIA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 6419, s. 2016

JUN 20 2017

**TRAINER'S METHODOLOGY – 1 (TM-1) TRAINING AND ASSESSMENT FOR TECHNOLOGY AND
LIVELIHOOD EDUCATION (TLE) TEACHERS**


To: Schools Division Superintendents

1. The Department of Education (DepEd), through the Bureau of Curriculum and Development - Curriculum Standards Development Division (BCD-CSDD), will conduct the **Trainer's Methodology-1 (TM-1) Training and Assessment for Technology and Livelihood Education (TLE) Teachers**, which will run for 20 days between June and October 2017.
2. The Training aims to provide TLE teachers with additional credentials that will certify their competence to effectively teach in their field of specialization through the possession of a TM certification.
3. The candidates/takers of this activity are those teachers holding plantilla positions and teaching specialized areas in TLE in public secondary schools regionwide. They are advised to fill-up the following Application and Registration Forms. These forms shall be submitted to the Division TLE Supervisors on July 14, 2017. The candidate/taker shall personally attach the following requirements:
 - a) Photocopy of Transcript of Records (TOR) /Complete Academic Records;
 - b) Photocopy of National Certificate (NC);
 - c) Photocopy of Diploma;
 - d) Photocopy of Training Certificates Relevant to the Qualification; and
 - e) Photocopy of Certificate of Employment or Service Record.
4. TLE teachers who will participate in this training will be selected based on the following criteria:
 - a. Must be a holder of National Certificate (NC) II, III, or IV;
 - b. Must be 55 years old and below;
 - c. Must be computer literate;
 - d. Must be at least three years in government service; and
 - e. Must be physically fit.
5. The Office will utilize the services of the recognized official trainers and assessors of TESDA 7 to train and assess the NC II holder teachers who will take the TM-1 training and assessment for 20 days. This is a first come – first serve basis with 57 candidates/takers in this batch/cluster.
6. In view of this, TLE division supervisors are requested to submit a consolidated list of nominated TLE teachers per division. The **List of NC II Holder Teachers in TLE Teachers** (using Enclosure No.1) shall be submitted to the CLMD office DepEd-RO 7 on or before July 21, 2017.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1369; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2373; 253-8061; 414-7321

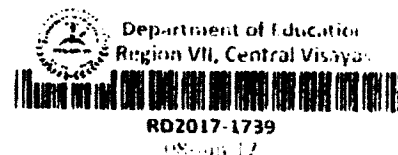
"ESD 2015: Karapatan ng Lahat, Pamanagutan ng Lahat"

7. The School Heads of the teachers who will participate in the TM-1 Training & Assessment shall make necessary arrangements as to who will handle the affected classes of these participating teachers.
8. Expenses to be incurred in the 20 day TM-1 Training and Assessment, including board and lodging shall be chargeable against 2016 TecVoc Continuing Funds to be downloaded to the regional offices. Travelling expenses of the participants may be charged against funds from the school's MOOE/STEP/SEF, subject to the usual accounting rules and regulations. Enclosure No.2 provides the details of the Budget and Allocation of Teachers per Region.
9. Immediate dissemination of and compliance with this Memorandum is desired.


JULIET A. JERUTA, Ph. D., CESO V
Director III
Officer – in - Charge

JAJ/EBE, Jr./rw
CLMD'17

CMP / Dr. Villagran



Republic of the Philippines
Department of Education

05 JUN 2017

DepEd MEMORANDUM
No. **101** s. 2017

**TRAINER'S METHODOLOGY ASSESSMENT FOR TECHNOLOGY
AND LIVELIHOOD EDUCATION TEACHERS**

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. In line with the goal of the K to 12 Basic Education Program for the teachers to be equipped and competent in their respective fields of specialization, the Department of Education (DepEd), through the Bureau of Curriculum Development-Curriculum Standards Development Division (BCD-CSDD), will conduct the **Trainer's Methodology (TM) Assessment for Technology and Livelihood Education (TLE) Teachers**, which will run for 20 days between June and October 2017.
2. The Training aims to provide TLE teachers with an additional credential that will certify their competence to effectively teach in their field of specialization through the possession of a TM certificate.
3. TLE teachers who will participate in this training will be selected based on the following criteria:
 - a. Must be a holder of National Certificate (NC) II, III, or IV;
 - b. Must be 55 years old and below;
 - c. Must be computer literate;
 - d. Must be at least three years in government service; and
 - e. Must be physically fit.
4. In view of this, TLE regional supervisors are requested to submit a consolidated list of nominated TLE teachers per region, using the template provided in Enclosure No. 1.
5. The consolidated List of Nominees, signed by the Regional Director must be submitted to **Dr. Rogelio O. Doñes** with email address: rogelio.dones@deped.gov.ph or **Mr. Christopher S. Valiente**, through email address: christopher.valiente@deped.gov.ph not later than **July 31, 2017**.
6. The funds for the purpose shall be charged to 2016 TechVoc Continuing Funds to be downloaded to the regional offices, subject to the usual accounting and auditing rules and regulations. Enclosure No. 2 provides the details of the Budget and Allocation of Teachers per Region.
7. The TLE regional supervisors shall be responsible for the assessment and certification process.

8. The Strengthened Technical-Vocational Education Program (STVEP) schools in the region, aside from Technical Education Skills and Development Authority (TESDA), may be engaged in the assessment and certification process.

9. A completion report shall be submitted not later than **November 29, 2017** addressed to **Dr. Rogelio O. Dones**, Supervising Education Program Specialist, Bureau of Curriculum Development-Curriculum Standards Development Division (BCD-CSDD), 3rd Floor, Bonifacio Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City or email to rogelio.dones@deped.gov.ph copy furnished to christopher.valiente@deped.gov.ph.

10. For more information, all concerned may contact the **Bureau of Curriculum Development-Curriculum Standards Division (BCD-CSDD)** at telephone nos. (02) 632-7746 or (02) 635-9822.

11. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CERTIFICATION
LEARNING AREA, TECHNOLOGY AND LIVELIHOOD EDUCATION
OFFICIALS
TEACHERS

mroc/SMMA DM - Guidelines on the Conduct of Trainer's Methodology Assessment of TLE Teachers
0407 - May 4/9/29, 2017

200
No. _____, s. 2017
DIVISION MEMORANDUM

Enclosure No 1

REGIONAL LIST OF QUALIFIED TEACHERS TO UNDERGO TM ASSESSMENT AND TRAINING

Region

[illegible]

Submitted by:

Noted:

TLE Supervisor

Director

TRAINERS METHODOLOGY ASSESSMENT FOR TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE) TEACHER
JUNE TO OCTOBER 2017
BUDGET ALLOCATION

REGION	TOTAL NO. OF TEACHERS	Board & Lodging (P1200/ per @ 20 days)	Assess Fee/Documents ry 500/teacher	Training Materials, 5000/teacher	Laboratory Maintenance 700/Teacher	Honorarium of Resource Person @ 1000/Trainer	Honorarium of Facilitator @ 1000/facilitator	Honorarium of Training Coordinator @ 1000/Coordinator	Administrative Cost 500/Teacher	Contingency Fund	Total Cost
	D	E	F	G	H	I	J	K	L	M	N
I	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
II	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
CAR	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
III	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
NCR	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
IV-A	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
IV-B	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
V	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
VI	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
VII	57	1,368,000.00	28,500.00	285,000.00	39,900.00	57,000.00	57,000.00	57,000.00	28,500.00	0.00	1,920,900.00
NIR	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
VIII	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
IX	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
X	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
XI	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
XII	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
CARAGA	44	1,056,000.00	22,000.00	220,000.00	30,800.00	44,000.00	44,000.00	44,000.00	22,000.00	0.00	1,482,800.00
ARMM	32	768,000.00	16,000.00	160,000.00	22,400.00	32,000.00	32,000.00	32,000.00	16,000.00	0.00	1,078,400.00
TOTAL	798	19,182,000.00	399,000.00	3,990,000.00	588,400.00	798,000.00	798,000.00	798,000.00	399,000.00	0.00	26,872,600.00

Prepared by:

roberto
ROBERTO O. DONES
 SVEPS

Noted by:

Isabel
ISABEL L. VICTORINO
 Chief EPS



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Pangasiwaan sa Edukasyong Teknikal at Pagpapaunlad ng Kasanayan

APPLICATION FORM

REFERENCE NUMBER :

Qual - alpha code	YY	Region	Province	Number Series Assigned to AC	Number Series
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UNIQUE LEARNERS IDENTIFIER (ULI):

			-			-													
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to be filled – out by the Processing Officer

PICTURE

colored,
passport size,

Applicant's Signature

Date of Application

Name of School/Training Center/Company:

Address:

Title of Assessment applied for:

☐ Full Qualification☐ COC☐ Renewal

1. Client Type

☐ TVET Graduating Student☐ TVET graduate☐ Industry worker☐ K-12☐ OWF

2. Profile

2.1. Name:

☐ SURNAME☐ FIRSTNAME☐ MIDDLE
NAME

MIDDLE INITIAL

NAME EXTENSION
(e.g. Jr., Sr.)2.2. Mailing
Address:

Number, Street

Barangay

District

City

Province

Region

Zip Code

2.3. Mother's Name

2.4. Father's Name

2.5. Sex

2.6. Civil Status

2.7. Contact Number(s)

2.8. Highest Educational
Attainment

2.9. Employment Status

☐ Male☐ Single

Tel:

☐ Elementary Graduate☐ Casual☐ Female☐ Married

Mobile:

☐ High School Graduate☐ Job Order☐ Widow/er

E-mail:

☐ TVET Graduate☐ Probationary☐ Separated

Fax:

☐ College Level☐ Permanent

Others:

☐ College Graduate☐ Self - Employed☐ Others: _____☐ OFW

2.10 Birth date (mm/dd/yy):

M

M

D

D

Y

Y

Y

Y

2.11 Birth place:

2.12 Age:

3. Work Experience (National Qualification-related)

Name of Company	3.2. Position	3.3. Inclusive Dates	3.4. Monthly Salary	3.5. Status of Appointment	3.6. No. of Yrs. Working Exp.

(For more information, please use separate sheet)

4. Other Training/Seminars Attended (National Qualification-related)					
4.1. Title	4.2. Venue	4.3. Inclusive Dates		4.4 No. of Hours	4.5 Conducted By

(For more information, please use separate sheet)

5. Licensure Examination(s) Passed					
5.1. Title	5.2. Year Taken	5.3. Examination Venue	5.4. Rating	5.5. Remarks	5.6. Expiry Date

(For more information, please use separate sheet)

6. Competency Assessment(s) Passed					
6.1. Title	6.2. Qualification Level	6.3 Industry Sector	6.4. Certificate Number	6.5. Date of Issuance	6.6. Expiration Date

(For more information, , please use separate sheet)

ADMISSION SLIP

REFERENCE NUMBER :

Name of Applicant:

Assessment Applied for:

Tel. Number:

Official Receipt Number:

Date Issued:

To be accomplished by the Processing Officer

Name of Assessment Center:

Check submitted requirements:

☐ Accomplished Self-Assessment Guide
 ☐ Three (3) pieces colored passport size pictures

Assessment Date:

Remarks:

☐ Bring own Personal Protective Equipment
 ☐ Others. Pls. specify

Assessment Time:



<div></div> <div>Printed Name & Signature of Processing Officer</div>	<div></div> <div>Printed Name & Signature of Applicant</div>
<div>Date:</div>	<div>Date:</div>

Note: Please bring this Admission Slip on your assessment date.

SELF-ASSESSMENT GUIDE

Qualification:	TRAINERS METHODOLOGY I		
Project 1:	DELIVER TRAINING SESSION		
Units of Competency Covered:	<ul style="list-style-type: none"> • Plan Training Session • Facilitate Training Session • Utilize Electronic Media in Facilitating Training • Maintain Training Facilities • Supervise Work-Based Learning 		
Introduction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
CAN I?		YES	NO
PLAN TRAINING SESSION			
• Review and analyse relevant curriculum documents*			
• Determine competencies of target group*			
• Compare competencies to be attained with the current competencies of the target group			
• Use results of comparison to determine training requirements*			
• Validate the training requirements with appropriate people			
• Prepare instructional blueprint and learning engagement plan			
• Identify training delivery modes*			
• Address training methods that pertains to the required competencies			
• Determine sequence of training activities			

• Identify resources to support learning		
• Finalize session plan according to required format		
• Prepare basic instructional materials that are focused on key concepts or ideas related to the work activity under consideration		
• Prepare clear and appropriate presentation materials		
• Determine language, style and format of the materials appropriate to the trainee's characteristics and needs		
• Read and interpret relevant modules of instruction to identify the required evidence		
• Determine evidence requirements which show full coverage of the training module to be assessed and consistent performance of the relevant learning activities		
• Identify and select suitable assessment methods appropriate with the learning outcome of a module		
• Prepare assessment instruments in accordance with the content and learning outcome specified under the assessment criteria of a module of instruction		
• Check assessment instruments for validity, fairness, safety and cost effectiveness		
• Check availability of resources required for training*		
• Identify and arrange appropriate training locations according to the training needs*		
• Document resource requirements and arrange access in accordance with the organization, procedures and appropriate staff		
FACILITATE TRAINING SESSION		
• Prepare appropriate training facilities/resources based on the session requirement *		
• Prepare and set up learning stations according to learning activities		
• Prepare and set up tools and equipment according to learning activities		

• Prepare pre-assessment instruments in accordance with the number of applicants		
• Explain the context and procedures of pre-training assessment according to the guidelines		
• Gather evidence using the assessment tools specified in the evidence plan		
• Evaluate evidences and discuss feedback based on the results of the pre-training assessment		
• Determine and credit current competencies and prior learning		
• Evaluate characteristics and profile of learners		
• Orient the learners on the CBT delivery system		
• Use appropriate training methods based on the level and characteristics of the learners		
• Assist learners to achieve session outcomes		
• Monitor work and learning activities based on training plan		
• Provide feedback to improve learners' competence		
• Orient learners on the evidence requirements relevant to the evidence plan		
• Provide competency assessment tools, materials and equipment to learners		
• Gather and document evidences using relevant assessment tools		
• Record assessment results in accordance with the approved rating system		
• Use appropriate feedback mechanism to inform learner of his/her progress		
• Use appropriate training session evaluation instruments		

• Make interpretation on the results of evaluation on delivery of training session		
• Make adjustments on delivery of training session based on the results of evaluation		
UTILIZE ELECTRONIC MEDIA IN FACILITATING TRAINING		
• Inspect electronic media equipment in accordance with specified checklist*		
• Identify abnormalities or faults and anticipates problem areas*		
• Identify health and safety hazards*		
• Set up equipment in accordance with health and safety standards*		
• Operate electronic media equipment in accordance with user's manual		
• Use equipment for optimum performance based on its capacity*		
• Implement teacher- and learner-centered learning principles as appropriate in the execution of the session plan*		
• Periodically apply preventive maintenance procedures, diagnostic tools, and system checks*		
• Maintain checklist in accordance with standard operating procedure*		
• Store audio visual and multimedia equipment in safe rack or cabinet*		
• Abide with safety practices related to electrical, radiation, and shock hazards		
• Refer to correct documentation regarding materials and tool uses and specifications		
• Apply trade theory appropriately		
• Abide with the provisions of relevant licensing agreements		

• Adopt relevant industry and community practices and experiences		
• Maintain appropriate documents and records		
MAINTAIN TRAINING FACILITIES		
• Identify training facilities and equipment		
• Prepare requisition for instructional equipment, tools, supplies and materials according to established procedures		
• Prepare training equipment, tools, materials/supply inventory		
• Research thoroughly the equipment, tools, supplies and materials option and considers ergonomic requirements		
• Identify and justify the equipment, tools, supplies and materials		
• Document accurately the equipment and systems impact on learners according to procedures		
• Establish maintenance activities according to policies		
• Identify equipment to be maintained		
• Identify and prepare maintenance activities, resources and schedule according to job requirements		
• Identify technical support services as necessary		
• Carry out regular inspections in the work area according to workplace procedures and standards		
• Maintain facilities in accordance with Occupational Health and Safety regulations		
• Check disposal of waste and dangerous chemicals in accordance with Occupational Health and Safety, regulations and organizational policies and other regulations		
• Secure instructional materials and /equipment in safe places in accordance with procedures		

• Execute regular maintenance activities and routine servicing/repair according to scheduled plan		
• Follow maintenance procedures in accordance with the manufacturers manual and organization policies		
• Respond to failed or unsafe equipment in accordance with organizational policies & procedures		
• Secure equipment and tools according to safety standards		
• Report complex faults or repair requirements outside area of responsibility or competence for specialist assistance in accordance with organizational procedures		
• Document and report maintenance activities according to procedures		
• Carry out regular inspections in the work area according to workplace procedures and standard		
• Document and report maintenance and repair activities according to organizational policies		
• Safe keep documents according to procedures		
SUPERVISE WORK-BASED LEARNING		
• Access and interpret relevant policies and guidelines to guide the development of work-based arrangements*		
• Identify and discuss with relevant personnel the goals for trainees' learning*		
• Prepare training plan in accordance with agreed outcomes*		
• Develop, discuss, and agree training schedule with relevant personnel*		
• Identify and arrange support mechanisms according to the needs of the trainees*		
• Confirm with relevant personnel the availability of materials within budget*		
• Explain to trainees the objectives for undertaking work-based training and the processes involved in this*		

• Conduct visits to work-based training venue to ensure training arrangements are implemented*		
• Monitor and record trainee progress against the training plan and addresses contingencies*		
• Observe work performance and suggest alternative approaches*		
• Monitor OHS requirements to ensure health, safety, and welfare of trainees*		
• Provide feedback about work performance to trainees*		
• Analyze work performance and learning achievement in accordance with requirements*		
• Encourage trainees to provide feedback on their learning experience*		
• Evaluate effectiveness of work-based learning against the extent of attainment of the objectives*		
• Recommend improvements and changes to work-based learning based on the review process		
• Explain the principles of learning as applied to work-based learning		
• Explain learning styles as applied to work-based learning		
• Facilitate group discussion and interaction		
• Handle difficult trainees and situations		
• Manage group activities		
• Manage conflict in the session		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.		
Candidate's Signature:	Date:	

SELF-ASSESSMENT GUIDE

Qualification:	TRAINERS METHODOLOGY I	
Project 2:	CONDUCT COMPETENCY ASSESSMENT	
Introduction: <ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answer. 		
CAN I?	YES	NO
<ul style="list-style-type: none"> Identify and organize activities in the workplace, training center or assessment center in accordance with the relevant Evidence Guide. 		
<ul style="list-style-type: none"> Obtain, check and arrange resources required for assessment as specified in the Evidence Guide and the assessment tools within a safe and accessible assessment environment. 		
<ul style="list-style-type: none"> Check cost of assessment and assessment process to ensure compliance with organizational policy and procedures. 		
<ul style="list-style-type: none"> Inform appropriate personnel on the assessment activity in line with organizational policy and procedures. 		
<ul style="list-style-type: none"> Explain the context and purpose of assessment to candidates in line with the requirements of the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> Determine the needs of the candidates to establish any allowable adjustments in the assessment procedure. 		
<ul style="list-style-type: none"> Convey information using verbal and non-verbal language which promotes a supportive assessment environment. 		
<ul style="list-style-type: none"> Explain legal and ethical responsibilities associated with the assessment to the candidates in line with the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> Explain clearly the competency standards to be assessed and the evidence to be collected to the candidate. 		
<ul style="list-style-type: none"> Explain the assessment procedure to the candidate in line with the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> Gather evidence using assessment methods specified in the relevant Evidence Guide. 		

<ul style="list-style-type: none"> Gather and document evidence in accordance with the assessment procedures specified in the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> Incorporate reasonable adjustments in the evidence gathering procedures, where appropriate, in line with the procedures detailed in the Assessment Guidelines. 		
<ul style="list-style-type: none"> Gather and document evidence using the relevant assessment tools. 		
<ul style="list-style-type: none"> Evaluate the evidence in terms of the rules of evidence 		
<ul style="list-style-type: none"> Evaluate the evidence according to the dimensions of competency 		
<ul style="list-style-type: none"> Make the assessment decision based on evaluation of the evidence and requirements of the relevant unit(s) of competency 		
<ul style="list-style-type: none"> Record accurately the assessment results in accordance with approved record keeping guidelines of the organization 		
<ul style="list-style-type: none"> Maintain records of the assessment procedure, evidence collected and confidentiality of assessment outcomes according to the approved policy guidelines of the organization. 		
<ul style="list-style-type: none"> Organize issuing of certificates in line with approved policy guidelines of the organization. 		
<ul style="list-style-type: none"> Give clear and constructive feedback on the assessment decision to the candidate in line with the relevant Assessment Guidelines. 		
<ul style="list-style-type: none"> Explore ways of overcoming any gaps in competency with the candidate 		
<ul style="list-style-type: none"> Advise the candidate of available reassessment in line with the organizational policy and procedures 		
<ul style="list-style-type: none"> Record and report promptly any assessment decision disputed by the candidate to appropriate personnel in line with organizational policy and procedures 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
Candidate's Signature:		Date: