

Trainer Performance, Monitoring and Assessment

Course Title length: Skills Refresh and Assessment - 2 days

Dates: See course schedules

Venue: London / Brighton

Cost: £495 plus £95 Registration with the IITT upon passing.

What is TPMA?

The Institute's new TPMA (Trainer Performance, Monitoring and Assessment) is designed to raise the standard of IT training across the industry and give trainers the opportunity to progress to achieve a nationally recognised qualification that is transferable to any part of adult education. The IITT training competency framework is aligned with the national standards for all trainers, tutors and teachers.

The assessment leads to the Institute's ICTP certificate (Institute Certified Training Practitioner), which will now be the only certification available from the Institute of IT Training. Those successful will receive a jointly awarded IITT/BCS certificate.

Pre-requisites

This course is aimed at Trainers who have at least 6 months experience.

Course Outline

This course allows trainers time to prepare for the TPMA assessment, by revisiting their own training skills and refreshing their trainers tool kit. This is achieved by self observation and the sharing of ideas with other trainers. Day 1 consists of workshops and delivery of mini training sessions that will make sure that you are fully aware of the competencies against which you will be measured on the second day of the course.

On day 2 you will be assessed delivering a 30 minute session, all associated material will also be looked at including lesson plan (example will be provided), handouts, exercises etc. The session will need to include introductions and objectives, a learning section, plus a recap and exercise. You will deliver your prepared session to the other delegates attending the event.

Successful completion of the assessment will lead to award of the **Institute Certified Training Practitioner certificate**.

Aims

- By the end of the event you will have revisited the key skills required to be an effective trainer.
- Been assessed on a 30-minute session against the IITT's TPMA standards and received feedback.
- You will receive a copy of your TPMA report (a copy of which will also be sent to the IITT for authorisation).

This standard is very rigorous, so please be aware that even if you have passed previous accreditations first time, you may need to attend more than once or attend one of our training courses to achieve a pass.



Key Assessment Areas:

Competency / Behaviors
Measure 1 – Preparation for a session
How well did the trainer review the training environment prior to the event start? (1.1)
How well did the trainer prepare the training environment? (1.2)
To what extent did the trainer document learner profiles prior to the event? (1.3) <i>(can be N/A)</i>
Did the trainer have his/her own trainer manual/guide or event plan and does it conform to best practice standards? (1.4)
Did the trainer have learner materials readily available? (1.5)
Measure 2 – Management of the learning environment
How well did the trainer state clear objectives and set expectations? (2.1)
How well did the trainer explain own and group responsibilities and boundaries? (2.2) <i>(can be N/A)</i>
To what extent did the trainer set a 'route map' for the session? (2.3)
To what extent did the trainer build links to prior knowledge and/or 'real-world' examples to aid learning? (2.4)
To what extent did the trainer generate a relaxed learning environment? (2.5)
How well did the trainer deliver content in a learning efficient sequence? (2.6)
To what extent did the trainer attempt to assess that knowledge and/or skills transfer had taken place? (2.7)
How well did the trainer monitor and control progress of the session? (2.8)
How well did the trainer identify and coach slower learners? (2.9) <i>(can be N/A)</i>
How well did the trainer manage discriminatory or disruptive behaviour? (2.10) <i>(can be N/A)</i>
How well did the trainer recognise achievement? (2.11)
Measure 3 – Effective communication
How well did the trainer respond to learner feedback – both verbal and non-verbal? (3.1)
How well did the trainer express ideas, concepts and explanations effectively? (3.2)
How well did the trainer reflect the appropriate body language at all times and enthusiasm when necessary? (3.3)
How well did the trainer use verbal communication effectively within the group? (3.4)
Measure 4 – Effective facilitation
How well did the trainer present the materials with the tools available? (4.1)

How well did the trainer address the different learning styles (Honey & Mumford) within the group? (4.2)
How well did the trainer structure the session? (4.3)
To what extent did the trainer reinforce the key points? (4.4)
How well did the trainer detect learner concern and react appropriately? (4.5) <i>(can be N/A)</i>
Measure 5 – Effective questioning
To what extent did the trainer use effective questioning techniques to aid learning? (5.1)
How well did the trainer handle questions? (5.2) <i>(can be N/A)</i>
Did the trainer use reflective questioning to get the learner to take more responsibility for learning? (5.3) <i>(can be N/A)</i>
How well did the trainer use active listening techniques? (5.4)
Measure 6 – Establishment and maintenance of credibility
To what extent did the trainer demonstrate the required level of knowledge for the group? (6.1)
To what extent did the trainer project a professional, knowledgeable and confident image? (6.2)
To what extent did the trainer display anti-discriminatory best practice? (6.3)
Measure 7 – Appropriate use of instructional methods
How well did the trainer use the prescribed training aids during the session? (7.1)
How well did the trainer select and use training aids to aid learners' understanding? (7.2)
How well did the trainer conduct the demonstrations, individual and group exercises? (7.3)
How well did the trainer set the demonstrations, individual and group exercises in context for the learners? (7.4)
Measure 8 – Effective management of practical sessions
How well did the trainer facilitate individual and group exercises? (8.1)
How well did the trainer deal effectively with groups of mixed ability? (8.2) <i>(can be N/A)</i>
How well did the trainer select and manage individual and group exercises that add to the learning efficiency of the training session? (8.3)
Measure 9 – Learner development assessment
To what extent did the trainer capture and assess the learners' prior knowledge, skills and attitude? (9.1) <i>(can be N/A)</i>
How well did the trainer monitor and assess the progress of learners? (9.2)
How well did the trainer adapt the method of instruction and/or content to the progress identified? (9.3)
To what extent did the trainer assess achievement of the session's objectives? (9.4)
Identify forward planning paths and workplace relevance. (9.5)