

NAME OF APPLICANT:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SECTION A - PLANNING, START UP AND CONDUCT OF LESSON [24%]	COLUMN 1 [Core Competencies]	COLUMN 2 [Phase 1]	COLUMN 3 [Phase 2]
<b>1. SETTING THE LEARNING CLIMATE AND RAPPORT</b>			
[a] Introduces & conducts lesson in a courteous & friendly manner			
[b] Asks student if there are any questions or concerns			
[c] Avoids demoralising language & behaviour			
[d] Emphasises importance of asking questions and being pro-active			
[Sub Total]			
<b>2. LESSON PLAN</b>			
[a] States clearly Lesson subject and sub-skills			
[b] Lesson covered subject sub-skills			
[c] Checks with student to see that all is understood			
[d] Establishes base line for lesson			
[Sub Total]			
<b>TOTAL MARKS IN SECTION A [1+2]</b>			
<b>SECTION B - EFFECTIVENESS OF DELIVERY [48%]</b>			
<b>3. MATCHES INSTRUCTION TO LEARNERS ABILITY</b>			
[a] Level of Instruction suitable for each stage of learning			
[b] Range of techniques used as required			
[c] Instruction is given in short progressive steps			
[d] Language/attitude is respectful of student's progress			
[Sub Total]			
<b>4. IDENTIFIES AND ANALYSES DRIVING FAULTS</b>			
[a] Faults demonstrated were identified			
[b] Provides safe analysis of faults at appropriate level			
[c] Provides remedial instruction in a timely manner			
[d] Encourages student to self-analyse			
[Sub Total]			
<b>5. GIVES FEEDBACK ON PERFORMANCE</b>			
[a] Feedback relates to one piece of changeable behaviour at a time			
[b] Feedback is balanced and appropriate			
[c] Feedback is timely			
[d] Feedback is given in an effective & supportive manner			
[Sub Total]			
<b>6. IMPARTS INFORMATION IN A CLEAR AND CONCISE MANNER</b>			
[a] Information is accurate & up to date			
[b] Necessary and relevant information provided			
[c] Level & quality of information is suitable for the phase			
[d] Language, especially necessary jargon, is clear and checked for understanding			
[Sub Total]			
<b>TOTAL MARKS IN SECTION B [3+4+5+6]</b>			
<b>SECTION C - MANAGEMENT OF LESSON [21%]</b>			
[a] Controls lesson appropriately			
[b] Demonstrates a concern for safety & customer care			
[c] Effectiveness			
[d] Attitude & behaviour of Instructor encourages learning			
[e] Establishes instruction priorities			
[f] Manages time well			
[g] Student is given adequate time to practice			
<b>TOTAL MARKS IN SECTION C</b>			
<b>SECTION D - OVERALL IMPRESSION [7%]</b>			
[a] Lesson wrap up, eg. summary, assesment, next lesson			
[b] Information given was not misleading, incorrect or un-safe			
[c] Confidence inspiring			
[d] Professionalism			
[e] Safety equipment			
[f] Learning environment			
[g] Learning supports			
<b>TOTAL MARKS IN SECTION D</b>			
<b>TOTAL MARKS A+B+C+D</b>			

