



NATIONAL TRAINING COUNCIL
MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

NTC Form METR 3
(Monitoring and evaluation trainer registration Form 3)

Application for registration as a Trainer



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NTC Form METR 3

Application for registration as a Trainer

Registration as a trainer means that you are able to provide educational leadership with a group of instructor. This requires that you have significant ability to deal appropriately with educational processes especially competency based training approaches. You will be asked to indicate whether you have already achieved units of competency or whether you have evidence that you have the performance associated with the units of competency. You will need to demonstrate that you have either achieved or have evidence of achievement of all the units. Please note that while acceptance of your evidence will enable you to be registered, this will not constitute a recognition process for issuance of documentation indicating achievement of units of competency.

Registration as a trainer requires the following:

1. Possession of Trainer of Trainer (TOT), Certificate IV in Training and Assessment, Diploma of teaching (Technical) and diploma in technical & vocational education and training from University of Goroka or the Diploma of vocational education & training from PNGEI.
2. Three years full time experiences as a trainer in post schooling TVET institutions.
3. Possession of a set of units of competency or evidence to indicate that you have adequately performed the process associated with this set of units of competency. Alternatively, the following qualifications will be accepted as fulfilling the requirements: Certificate IV in Training and Assessment, Diploma of teaching (Technical) and the Diploma in Technical & Vocational Education and Training from the University of Goroka or Diploma of Vocational Education & Training from PNGEI.
4. Prior registration as an instructor.

1. Personal/Contact Details

1.1 Name:

1.2 Private Address:

1.3 Contact details:

Phone (private)		Email	
Mobile number		Fax	

2. Current Employment

2.1 Organisation name:

2.2 Address:

2.3 Position or designation:

2.4 Contact details:

Phone:	Fax:	Email:
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3. Technical/Occupational Qualifications

Qualification Received	Institution and location	Date of receipt of qualification

4. Training Experience

Period	Institution and location	Approx contact hours per week	Training undertaken

5. Instructor Registration.

5.1 Are you registered as an instructor? Yes No

Registration number:

Note: If you are not registered as an instructor, you are ineligible for registration as a trainer.

6. Possession of specific senior trainer competencies

6.1 Do you possess the Australian Certificate IV in Training and Assessment (or its predecessor) or any of the following qualifications: Diploma of teaching (Technical) and diploma in technical & vocational education and training from University of Goroka, and, the Diploma of vocational education & training from PNGEL.

Yes No

If yes, attach certificates from registered training organisation that assessed you and complete the signatures at the end of this application form.

6.2 If no to question 6.1, please indicate yes or no whether you possess certificates from a registered training organisation indicating achievement of the following:

Unit so competency (or an equivalent Australian unit of competency)	Yes	No
Use of competency standards to meet clients needs	<input type="checkbox"/>	<input type="checkbox"/>
Designed and develop learning programs	<input type="checkbox"/>	<input type="checkbox"/>
Plan and organise assessment	<input type="checkbox"/>	<input type="checkbox"/>
Develop assessment tools	<input type="checkbox"/>	<input type="checkbox"/>
Design and develop learning resources	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any, attach certified copies of certificates from registered training organisation that assessed you and proceed to question 6.3. If yes to all, complete the signatures at the end of this application form.

6.3 If you don't have transcript for some or all of the units, please answer the questions below for each of these units (by ticking the yes/no boxes).

Use of competency standards to meet clients needs

Have you undertaken training needs analysis for a given client where work functions of the given jobs have been identify and units of competency/ existing modules have been identify to satisfy the need.

Yes No

If yes, attach copies of the reports.

Design and develop learning programs

Have you designed and develop learning programs which include: identifying the outcomes required with the client group; identifying the learning group and their characteristics; developing an overall strategy; and, a review?

Yes No

If yes, attach documentation which can include a curriculum.

Plan and organise assessment.

If yes, you will need to provide the following evidence (for at least two different modules or a set of units of competency)?

Yes No

Have you planned and organised the assessment process for a whole course or a set of modules or a set of units of competency assessed separately);

- a) Documented assessment plans for a number of students that includes a range of assessment events.
- b) Documentation of the organisation and reporting of the assessment process.

Develop assessment tools

Have you developed assessment tools (i.e. the actual instruments to be used for gathering assessment information e.g. exams) that support different assessment methods (e.g. direct observation, questioning, portfolios) for at least three different types of modules/units of competency.

Yes No

If yes, you will need to provide the following evidence;

A range of assessment tools developed by you that should contain: procedures, information and instructions for the assessor/candidate; and, documentation of processes to trail and review the instruments.

Design and develop learning resources.

Have you developed print-based learning resources (which can include training guides, assessment materials, learner guides).

Yes No

If yes, you will need the following evidence:

- a) evidence of contributing to the development of a number of learning resources
- b) a complete print-based learning resource produced by you which includes: documentation on researching and documenting the resource requirements; and documentation on the evaluation of the design and development process.

I certify that the information supplied above is accurate and true statement.

Application signature:

Date:

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Head of Organisation's Signature

Title:

Organisation:

Date:

Stamp of Organisation.