

PAQS TRAINING AND ASSESSMENT SUPERVISION FORM

Training Supervision Strategy

The following process and form will be used to ensure the supervision of unqualified staff (does not have Certificate IV in from the Training and Assessment Training Package or is unable to demonstrate equivalent competencies) in the delivery of any VET course / units.

Training supervision will consist of the nominated, qualified trainer meeting with the unqualified trainer and covering the following prior to any training delivery:

1. Learning and Assessment Strategy
2. Delivery methodology and timetable
3. Review of session plans
4. Review of resources required
5. Learner feedback sheets

After training has commenced the trainer and their supervisor will meet again to discuss and make any changes as required.

Trainer:.....

Supervisor:.....

| Unit to be delivered | Date(s) of delivery | Feedback from training delivery | Any changes required |
|----------------------|---------------------|---------------------------------|----------------------|
| PQ ASA 00 | | | |
| PQ ASA 01 | | | |
| PQ ASA 02 | | | |
| PQ ASA 03 | | | |
| PQ ASA 04 | | | |
| PQ ASA 05 | | | |
| PQ ASA 06 | | | |

Joint Assessment Strategy

The following process and form will be used to ensure joint assessment will be conducted by a qualified assessor with the unqualified assessor (does not have the follow competencies from the Training and Assessment Training Package BSZ401,402 and 403A or is unable to demonstrate equivalent competencies TAAASS401,402 and 404A). The qualified assessor will be present for all assessments conducted by the unqualified assessor and will have the final sign off of all completed assessments. Assessment materials used will have an initialled sign off by the qualified assessor.

| Unit to be delivered | Date(s) of assessment | Feedback on assessment | Any changes required |
|----------------------|-----------------------|------------------------|----------------------|
| PQ ASA 00 | | | |
| PQ ASA 01 | | | |
| PQ ASA 02 | | | |
| PQ ASA 03 | | | |
| PQ ASA 04 | | | |
| PQ ASA 05 | | | |
| PQ ASA 06 | | | |