



Instructor Assessment – Form B

CANDIDATE'S NAME		DATE	
SESSION (BI/RI/SD/MD ETC)		VENUE	
CONTENT OF TRAINING SESSION :			

'To pass candidates must demonstrate competence in all criteria. Assessors can use a period of questioning to clarify any points that are not demonstrated within the observed session'

	OUTCOMES	COMPETENT √ / X	EVIDENCE (O / Q)*	COMMENTS
BRIEFING	The candidate is able to:			
	Introduce the session appropriately and agree a training plan with the candidate they are assessing			
	Encourage the candidate to present evidence and relate it to the performance criteria			
	Explain the assessment process to the candidate they are assessing			
OBSERVATION	Conduct a risk assessment and highlight any areas requiring action			
	Select appropriate assessment opportunities			
	Remain as unobtrusive as practicable during assessment whilst able to assist trainee or candidate if required			
	Consider all relevant sources of assessment evidence			
	Allow the candidate sufficient opportunity to demonstrate competency			
REVIEW / DEBRIEF	Record in writing or memory, evidence which can be transferred to the appropriate paperwork			
	Provide guidance on skill improvement and techniques			
	Adopt and maintain professional behaviour and attitudes towards candidates and others			
	Use techniques to check that learning has taken place			
	Review the effectiveness of the session in relation to the session aims and objectives			
	Encourage candidates to self-reflect and actively seek feedback on their skills and training			
	Use appropriate, relevant, clear and sufficient questions, which do not lead the candidate in any way			
	Identify and communicate future training needs to candidates			
	Clarify any shortcomings in the presented assessment evidence and explain to the candidate how to remedy them			
	Provide positive, constructive and structured feedback based on objective evidence			
	Share experience and techniques which may assist the candidate delivering training in future			
	Where the candidate they are assessing is unsuccessful, agree an action plan to help them meet the required competences in future			
	Use questioning to challenge the behaviours, attitudes, assumptions, beliefs and skills of instructor candidate			
Use a review process to help instructor candidates reflect on their performance through self-analysis				
Records	Record assessment decisions according to the SSAC requirements and using the specified documents			
	Make a valid and accurate assessment decision on the instructor candidate			

OTHER COMMENTS / ACTION PLAN

Outcome

Pass / Reassessment Required

CANDIDATE SIGNATURE:	DATE:
ASSESSOR SIGNATURE AND NUMBER:	DATE:
ASSESSOR 2 SIGNATURE AND NUMBER:	DATE:

** (O)bserved = the competency was observed during the session, (Q)uestioned = the competency was met following questioning at the end of the session*