



# Instructor Assessment – Form A

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

*'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'*

	<b>OUTCOMES</b>	<b>COMPETENT √ / X</b>	<b>EVIDENCE (O / Q)*</b>	<b>COMMENTS</b>
	The candidate is able to:			
<b>SAFETY</b>	Undertake an appropriate risk assessment			
	Identify the risks and hazards associated with the training and take appropriate precautions to manage risks			
	Use appropriate in-water positioning to assist trainee if required			
	Provide an appropriate safety brief including emergency procedures, direct risks, actions by the participants			
	Deal with any problems as they arise, using others if appropriate			
	Overall create a safe environment			
<b>PLANNING</b>	Plan the session to meet the needs of the trainee and training schedule			
	Prepare and layout the room / pool / site and equipment			
	Use appropriate methods to collect, review and analyse candidates needs			
	Use analysed information on participants to establish goals that meet the needs of the trainee			
<b>DELIVERY</b>	Introduce the session and training appropriately			
	Provide technically correct explanations and demonstrations at appropriate times during the activity to meet trainees needs			
	Delivery style meets participant's needs and includes balance of verbal instruction, visual demonstration, and practice.			
	Spends an appropriate length of time on each activity			
	Correctly interpret and implement the training schedule			
	Structure and use questions to check trainees, knowledge, experience and understanding			
	Use appropriate interventions to draw out learning			
	Deliver the session in the time agreed			
	Check participants understanding of planned training and activities			
	Deliver the training session confidently			
	Use simple and clear words and sentences that are free from jargon and discriminatory language			
	Use progressive activities to introduce new skills			
	Provide guidance on skill improvement and techniques			
Close the training session appropriately				
<b>COMMUNICATION</b>	Create and maintain a supportive, interactive, enjoyable and safe environment that optimises learning			
	Use voice in a clear, modulated and varied way			
	Interact with the trainees non-verbally and verbally			
	Observe and listen to the trainees to check accuracy of message			
	Adopt and maintain professional behaviour and attitudes towards trainees and others			
	Generate and provide constructive feedback to reinforce learning			
	Use techniques to check that learning has taken place			
<b>RESOURCES</b>	Select and prepare audio/visual aids or equipment to facilitate learning			
	Use audio/visual aids or equipment where appropriate for maximum impact and learning			
	Utilise other divers and equipment to enhance the learning opportunity			
<b>REVIEW / DEBRIEF</b>	Review the effectiveness of the session in relation to the session aims and objectives			
	Encourage trainees to self-reflect and actively seek feedback on their skills and training			
	Appropriately record progress and achievements			
	Identify and communicate future training needs to trainees			



**OTHER COMMENTS / ACTION PLAN**

--

Outcome

**Pass / Reassessment Required**

<b>CANDIDATE SIGNATURE:</b>	<b>DATE:</b>
<b>ASSESSOR SIGNATURE AND NUMBER:</b>	<b>DATE:</b>
<b>SECOND ASSESSOR / BDO SIGNATURE AND NUMBER:</b>	<b>DATE:</b>

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