

## TRAINER SUPERVISION

**The following form is to be used for formal validation with relation to situations where trainers do not have the full qualifications in Certificate IV Training and Assessment or are unable to demonstrate equivalent competencies.**

If the trainer does not have the relevant competencies there is a need for supervision by a qualified trainer. The qualified trainer will work with the developing trainer to cover off on areas such as: lesson plan development, resource requirements, and student feedback surveys, use of assessment tools and strategies and delivery methodology. If the trainer does not have the assessment competencies then the supervisor must be in attendance at all assessments and must signoff on all assessments. Post training, there will be another meeting to details outcomes and completion of table below:

Trainer	Unit of competency	Programs/competencies deliver/assess	Training delivery outcome	Comments/feedback on delivery/assessment	Supervisor	Date

Supervisor Name: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor's comments: \_\_\_\_\_

Note: Copy of this report to be placed in staff members file and also provided to Training Manager