

Model Curriculum

Trainer

SECTOR: Management, Entrepreneurship
and Professional Skills

SUB-SECTOR: Training and Assessment

OCCUPATION: Training Delivery

REF ID: MEP/Q2601, V1.0

NSQF LEVEL: 5



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

MANAGEMENT & ENTREPRENEURSHIP AND PROFESSIONAL SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Trainer'** QP No. **'MEP/Q26o1 NSQF Level 5'**

Date of Issuance: **June 21st, 2018**

Valid up to: **June 21st, 2022**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Management & Entrepreneurship and Professional Skills Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	08
3. Annexure: Assessment Criteria	09

Trainer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Trainer”, in the “Management, Entrepreneurship and Professional Skills” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Trainer		
Qualification Pack Name & Reference ID.	MEP/Q2601, V1.0		
Version No.	1.0	Version Update Date	21/06/2018
Pre-requisites to Training	Certified on the technical/vocational standards that they will be training on, by competent authority (SSC, NCVT, AICTE, Industrial standards body, Organizational Certification department, etc.)		
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> • Elucidate on the job role: Understand out the responsibilities of a trainer. • Evaluate learning environment ,delivery requirements and modify session plans: Interpret trainer manual and devise training modules • Facilitate training session in a suitable environment: Delivering competency based, instructor led sessions as per session plan • Demonstrate formative and summative assessment: Learn how to assess competency as per required standards • Organize and impart training of work skills on-the-job environment: Work in line with the established guidelines of the Indian skills ecosystem to provide proper training • Evaluate health and safety practices: Use all applicable means in a training and assessment environment • Demonstrate a disciplined and ethical behaviour: Apply principles of professional practice to work as a learning and development professional • Analyze the organisational Structure: Demonstrate the key elements of rules and regulations related to an organization. 		

This course encompasses 07 out of 07 National Occupational Standards (NOS) of “MEP/Q2601” Qualification Pack issued by “Management, Entrepreneurship and Professional Skills”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	<p>Introduction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge module</p>	<ul style="list-style-type: none"> Evaluate the course and conduct Ice Breaking session Evaluate the job role of a trainer 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers.
2.	<p>Interpret learning environment ,delivery requirements and modify session plans</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2601</p>	<ul style="list-style-type: none"> Interpret the trainers manual to determine delivery requirements from authorized source Device recommendation for selection of candidates for training as per the learning objectives of the program Evaluate venue, equipment, materials, space, layout, HVAC, stationary, etc. Analyze risks pertaining to training delivery Employ session plans in accordance with special learner needs, time, availability of materials etc. Construct learning materials to meet the needs of special learner groups. 	Projection screen, whiteboard, projection screen, laptop, speaker.
3.	<p>Facilitate training session in a suitable environment</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Demonstrate training plan and how the trainees would benefit from it Modify training plan explaining the need for the same Evaluate training on the basis of training modules as instructed. Evaluate training methods in the form of lectures, group discussion, field trips ,case studies, self-study training process include recall session, both way interaction, setting examples, demonstration 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers.

	MEP/N2601	and guided learner practice	
		<ul style="list-style-type: none"> • Devise additional training to learners to achieve the desired output 	
4.	<p>Deliver competency based, instructor led sessions</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2602</p>	<ul style="list-style-type: none"> • Facilitate each session with session plan, modify to meet appropriate learner needs • Design the session in such a manner that it would profit and meet the learner needs • Demonstrate various training methods like lectures, both way conversation, demonstration, field trips, case studies • Devise methods that learning can take place in safe environment 	Laptop, speaker, projection screen, data projector, whiteboard.
5.	<p>Monitor learning and take on post demonstration activities</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS code MEP/N2602</p>	<ul style="list-style-type: none"> • Formulate feedback information for future purposes • Secure all tools and equipment after the demonstration in a good condition • Develop the demonstration records precisely • Illustrate the records in the given time frame. 	Laptop, speaker, projection screen, data projector, whiteboard.
6.	<p>Identify audience and prepare for demonstration</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2610</p>	<ul style="list-style-type: none"> • Evaluate the characteristics of audience to provide demonstration • Analyze the need of demonstration, timing and purpose of training • Specify location and facilities where demonstration will take place • Conduct research on the topics of demonstration • Specify ways to conduct the research. • Confirm all materials, tools and equipment is present for demonstration 	Projection screen, laptop, computer, speaker, data projector.
7.	<p>Conduct demonstration and organize post demonstration activity</p>	<ul style="list-style-type: none"> • Clarify on the planning sessions and also conduct group sessions • Conduct the demonstration while adapting to audience needs 	Data projector, laptop, computer, speaker, projection screen, whiteboard and whiteboard makers.

	<p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2610</p>	<ul style="list-style-type: none"> Perform all the steps of the demonstration skilfully Demonstrate review and summarization of activities related to training 	
8.	<p>Organize and impart training of work skills on-the-job environment</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2603</p>	<ul style="list-style-type: none"> Review, study and analyze the training module Demonstrate a safe learning environment Ensure that all the equipment used are in a friendly manner and in a healthy environment Arrange for adequate equipment, material and other resources used are with support management Illustrate to the trainees all acceptable standards of knowledge and performance criteria Demonstrate all steps in an easy and friendly manner to the trainees Ensure that the trainees are able to hear the trainer Evaluate unfamiliar terms and jargons to the trainees in an well explained manner 	Projection screen, laptop, computer, speaker, data projector.
9.	<p>Monitor and evaluate performance and carry out post –training activities</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS code MEP/N2603</p>	<ul style="list-style-type: none"> Analyze performance that indicates achievement Evaluate results of the achievement with the management for a good result Establish that the trainers are well learned and up to the mark before giving the certificate Formulate any special requirements like housekeeping, maintenance ,training equipment repair requirements Investigate the tidiness of the workshop area Evaluate trainee records completely and submit and process in the required timeframe 	Black/whiteboard, marker/chalk, duster, Projection screen, laptop, computer, speaker, data projector.

10.	<p>Prepare for undertaking test of competence and conduct assessment</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical duration (hh:mm) 30:00</p> <p>Corresponding NOS Code MEP/N2604</p>	<ul style="list-style-type: none"> Formulate the assessments in between training schedules as per the training module Elaborate units for competency that are to be used as benchmark for the trainees Review the trainees about what they will be assessed on before conduction of the assessment Inspect availability of all equipment , tools and materials as per the training module Analyze level of competence through their learning retention, monitoring the trainees' progress and providing a feedback. Analyze the result of the trainees whether it reflects competence Evaluate the results accordingly to judge the level of competence of the trainees Justify with clear feedback and fill the gap of learning 	<p>Computer, Computer Peripherals (Optional), Black/white board, marker/chalk, duster</p>
11.	<p>Apply and maintain healthy and safety practices and a safe environment</p> <p>Theory duration (hh: mm) 10:00</p> <p>Practical duration (hh:mm) 30:00</p> <p>Corresponding NOS code MEP/N9911</p>	<ul style="list-style-type: none"> Build a safe working environment and ensure risk management in accordance to care requirements Ensure safe working and personal protective equipment(ppe) where required Report safety records according to organisational policies Review health and safety related hazards in the training and assessment area Demonstrate methods in accordance to work safety regulations provided Devise personal safety as required for the trainers and the trainees 	<p>Computer, Computer Peripherals (Optional), Black/white board, marker/chalk, duster</p>

12.	<p>Deal with emergency situations</p> <p>Theory duration (hh: mm) 10:00</p> <p>Practical duration (hh:mm) 20:00</p> <p>Corresponding NOS code MEP/N9911</p>	<ul style="list-style-type: none"> Recognise emergency and potential emergency situations promptly Follow emergency procedures correctly in accordance with procedures Report details of emergency situations accurately 	<p>Computer, Computer Peripherals (Optional), Black/white board, marker/chalk, duster</p>
13.	<p>Maintain a professional image, behaviour and competence</p> <p>Theory duration (hh:mm) 20:00</p> <p>Practical duration (hh:mm) 30:00</p> <p>Corresponding NOS code MEP/N9912</p>	<ul style="list-style-type: none"> Execute proper dress codes for the workplace Discuss with proper professional etiquette with team members ,clients ,vendors ,visitors and stake holders Build personal and professional goals and objectives Evaluate strength and weakness Devise a professional development plan to execute it properly. Review feedback from colleagues for development and progress in work field 	<p>Computer, Computer Peripherals (Optional), Black/white board, marker/chalk, duster</p>
14.	<p>Work effectively in a disciplined and ethical manner with all stakeholders</p> <p>Theory duration (hh:mm) 20:00</p> <p>Practical duration (hh:mm) 30:00</p> <p>Corresponding NOS code MEP/N9912</p>	<ul style="list-style-type: none"> Execute duties accurately and systematically and within required timeframe Recognize potential ethical issues in the workplace Discuss ethical issues with the relevant person Execute tasks with an agreed ethical work practice Discuss all relevant information with stakeholders at relevant time Reiterate to inappropriate behaviour, language, violence, bullying and gender biasness 	<p>Data projector, laptop, computer, speaker , projection screen ,white board and white board makers ,duster ,note book pen ,pencil</p>

15.	<p>Organisational Structure</p> <p>Theory duration (hh:mm) 20:00</p> <p>Practical duration (hh:mm) 30:00</p> <p>Corresponding NOS code Bridge Module</p>	<ul style="list-style-type: none"> Know about assessment body's policies and procedures(candidate selection, rationale and purpose of competency- based assessment, costs/resourcing) Evaluate how to inspect work area Analyse the concept of waste management Evaluate how to organize record-management system and reporting requirements, HR policies and escalation matrix. 	<p>Data projector, laptop, computer, speaker, projection screen, white board and white board makers, duster, note book pen, pencil</p>
	<p>Total Duration</p> <p>Theory Duration 200:00</p> <p>Practical Duration 400:00</p>	<p>Unique Equipment Required:</p> <p>Data projector, laptop, computer, speaker, projection screen, Whiteboard and whiteboard makers, duster, note book pen, pencil, Computer, Computer Peripherals (Optional), Black/white board, marker/chalk, duster</p>	

Grand Total Course Duration: **600 Hours 0 Minutes**

(This syllabus/ curriculum has been approved by [Management, Entrepreneurship and Professional Skills](#))

Trainer Prerequisites for Job role: “Trainer” mapped to Qualification Pack: “MEP/Q2601” Version 1.0

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>MEP/Q2601 Version 1.0</u> ”.
2	Personal Attributes	A Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	Minimum Educational Qualification	Certified on the technical/vocational standards that they will be training on, by competent authority (SSC, NCVT, AICTE, Industrial standards body, Organizational Certification department, etc.)
4a	Domain Certification	Certified for Job Role “ <u>Trainer</u> ” mapped to the Qualification Pack “ <u>MEP/Q2601 Version 1.0</u> ” issued by MEPSC. Minimum accepted score is 80%
4b	Platform Certification	N/A
5	Experience	As per the standards set by relevant SSC to practice in different industry sectors.

Criteria For Assessment Of Trainees

Job Role: Trainer

Qualification Pack: MEP/Q2601, V1.0

Sector Skill Council: Management & Entrepreneurship and Professional Skills Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 700					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
MEP/N2601 Plan and organize for facilitation of a training program	PC1.access, read, and interpret the training documentation to determine delivery requirements from authorised source	100	7	3	4
	PC2.provide recommendation for selection of candidates for training as per the learning objectives of the program		7	3	4
	PC3.obtain details of the learners from authorised sources		5	2	3
	PC4.use available information and documentation to identify group and individual learner needs, and relevant learner characteristics		7	3	4
	PC5.identify training environment requirements like venue, tools, equipment, materials, space, layout and seating arrangements, HVAC, stationery, etc.		6	2	4
	PC6.identify constraints impacting training delivery		6	2	4

	and relevant risks				
	PC7.refine existing learning objectives according to program requirements and specific needs of individual learners		7	3	4
	PC8.modify existing session plans received in line with special learner needs, time and environment constraints, availability of materials, etc.		6	2	4
	PC9.document session plans for each segment of the learning program in prescribed and/or standard templates		6	3	3
	PC10.contextualise learning materials to meet the needs of the specific learner group		6	3	3
	PC11.ensure availability of adequate training materials, facility, technology, tools and equipment in time for delivery of learning sessions		5	2	3
	PC12.organise training materials and equipment for easy access and use when required during the course of the training		7	3	4
	PC13.ensure the venue of training is conducive to learning and in line with professional guidelines including those mentioned in the training documentation		7	3	4
	PC14.ensure timely availability of support services as per requirement by co-ordinating with training co-ordinator		6	2	4
	PC15.ensure training area is risk free and equipped with necessary health and safety resources like fire extinguishers, safety signage, clean toilets, dry flooring, security arrangements, etc.		6	2	4
	PC16.confirm overall delivery arrangements with relevant personnel prior to delivery commencement		6	2	4
		Total	100	40	60
MEP/N2602 Deliver competency based, instructor-led training sessions as per session plan	PC1.conduct each session according to the session plan, modify where appropriate to meet learner needs	100	7	3	4
	PC2.explain the objectives of the training session and how it would benefit the trainees.		6	3	3
	PC3.gather learners' expectations and modify the session plan to incorporate the valid ones in the delivery which were not covered		5	2	3
	PC4.deliver training using a range of training methods and training processes as instructed in trainer's guide		6	2	4
	PC5.ensure effective participation and group		5	2	3

	management by using basic facilitation techniques				
	PC6.apply learning principles to make reasonable adjustments to delivery - and session plans if required - according to individual and group learner needs		7	3	4
	PC7.create and maintain a positive learning environment		6	3	3
	PC8.be polite and courteous with all learners at all times		4	2	2
	PC9.manage inappropriate behaviour professionally as per established organisational policy		6	2	4
	PC10.take measures to ensure that learning can take place in a safe and comfortable environment		6	2	4
	PC11.monitor, and document, learner progress to ensure outcomes are being achieved, and individual learner needs are being met		5	2	3
	PC12.share feedback with learners on a regular basis to keep them updated on their progress and areas that require more focus		5	2	3
	PC13.make adjustments to the delivery sessions to reflect specific needs and circumstances		6	2	4
	PC14.provide additional assistance to individual learners as required to achieve session outcomes		6	2	4
	PC15.maintain and store learner records according to organisational requirements		5	2	3
	PC16.securing equipment and tools in safe places in accordance with procedures		5	2	3
	PC17.ensure that training equipment and tools are used and left in good condition		5	2	3
	PC18.complete learner records accurately and in the required timeframes		5	2	3
		Total	100	40	60
MEP/N2610 Demonstrate work skills on-the-job or in a simulated work environment	PC1.identify characteristics of audience to customize demonstration as per their needs	100	5	2	3
	PC2.confirm numbers and, if possible, names of individuals to ensure that all are present		3	1	2
	PC3.identify purpose of the demonstration		3	1	2
	PC4.identify time allowed for demonstration		3	1	2
	PC5.identify location and facilities where demonstration will take place		3	1	2
	PC6.identify topic/s for demonstration		3	1	2
	PC7.research topic/s and clarify doubts with subject		5	2	3

	matter expert				
	PC8.develop order or sequence of demonstration, for overall coverage of topic/s as well as coverage of each task within the topic to ensure ease of understanding for audience and efficient use of resources		6	2	4
	PC9.rehearse the demonstration without the audience and identify areas that need specific attention		5	2	3
	PC10.confirm all materials, tools and equipment is present and in working order, including safety equipment for the demonstration		5	2	3
	PC11.conduct a site and safety briefing		5	2	3
	PC12.conduct a group introduction session for names and stories of participants		5	2	3
	PC13.clarify the planning of sessions for the audience		5	2	3
	PC14.clarify each activity with respect to purpose, precautions and procedure before performing it		5	2	3
	PC15.conduct the demonstration while adapting to audience needs and ensuring that the purpose of the demonstration is being achieved		5	2	3
	PC16.ensure that all audience members can see the demonstration and hear the instructions and explanations clearly		5	2	3
	PC17.perform all the steps of the demonstration skilfully and in proper sequence		4	1	3
	PC18.ensure that the demonstration is accurate and realistic		4	1	3
	PC19.conduct review and summarization of activities as required		4	1	3
	PC20.work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines		4	2	3
	PC21.collect feed-back information and address any issues identified		4	1	3
	PC22.use feed-back in future demonstration planning		3	1	2
	PC23.secure equipment and tools in safe places and leave them in good condition in accordance with procedures		3	1	2
	PC24.complete demonstration records accurately and submit or process and in the required timeframes		3	1	2
		Total	100	36	64

MEP/N2603 Facilitate transfer of work skills on-the-job or in a simulated work environment	PC1.access, read and interpret the training documentation to determine acceptable standards of knowledge and performance required from the learners as per the curriculum	100	5	2	3
	PC2.obtain information of batch size, no. of batches and schedule of training from authorised sources and documentation		4	2	2
	PC3.estimate equipment, materials and physical and information resources required to carry out demonstration and practice of work skills to be learnt		4	2	2
	PC4.organise for necessary and adequate equipment, materials and physical and information resources required with the support management and other support functions		4	2	2
	PC5.check and ensure that all equipment, materials and resources are ready to use and placed in a safe and learner friendly manner		4	2	2
	PC6.notify learners of details regarding the implementation of the learning program and/or delivery plan		4	2	2
	PC7.check and confirm a safe learning environment		4	1	3
	PC8.share with the learners clearly, the acceptable standards of knowledge and performance required from them at the end of the session		4	2	2
	PC9.brief the learners on workplace health and safety requirements and the consequences of not adhering to the same		4	2	2
	PC10.ensure all learners have access to necessary equipment and materials for practicing on and learning the work skills		4	1	3
	PC11.explain each step in the task or procedure required to be learnt to all learners and clarify their queries with respect to the same		4	2	2
	PC12.demonstrate each step in the task or procedure required to be learnt to all learner at a pace and manner that is easy for learners to follow		4	2	2
	PC13.explain unfamiliar terms and jargons as and when it is used in words that the learners can understand easily		5	2	3
	PC14.state the precautions to be taken while performing the various steps		5	2	3
	PC15.provide opportunity for each learner to practice each step in the task or procedure required to be learnt immediately after the demonstration if		5	2	3

	possible				
	PC16.ensure steps are taken to protect the student as he or she performs each step of the procedure from hazards		5	2	3
	PC17.follow the learning program and/or delivery plan to cover all learning objectives		5	2	3
	PC18.identify performance indicators that show achievement of performance standard or not		5	2	3
	PC19.identify processes and measures to be incorporated to observe performance indicators of the learners while they work on the job or in a simulated work environment		5	2	3
	PC20.observe the performance of the learner against the identified performance indicators and evaluate if required performance standard has been achieved or not		4	1	3
	PC21.identify areas of improvement in the performance of each learner		4	1	3
	PC22.record and share feedback on learner performance with management as well as the learner to support learning		4	1	3
	PC23.complete learner records accurately and submit or process and in the required timeframes		4	1	3
		Total	100	40	60
MEP/N2604 Conduct assessment of competence as per required standards	PC1.schedule the assessments in between the training schedule as per requirement of the training plan	100	5	2	3
	PC2.access and interpret units of competency and performance criteria that are to be used as benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected		5	2	3
	PC3.ensure availability of necessary and adequate tools, equipment and materials for conducting assessment as per no. of candidates		5	2	3
	PC4.ensure a safe and secure environment for the assessment to take place		5	2	3
	PC5.explain to the learner the purpose of the formative assessment and what they will be assessed on before conducting the assessment		5	2	3
	PC6.use assessment tools for various purposes		6	2	4
	PC7.gather evidence of performance applying the principles of assessment and rules of evidence		6	2	4

	PC8.evaluate the collected evidence to check whether it reflects the evidence required to demonstrate competence		6	2	4
	PC9.use judgement to infer whether competence has been demonstrated, based on the available evidence and in line with agreed assessment procedures and plan		6	2	4
	PC10.record assessment decision whether competency mentioned in assessment criteria has been achieved		5	2	3
	PC11.identify level of competence achieved as per assessment criteria as well as learning gaps		6	2	4
	PC12.provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document follow-up, if required		5	2	3
	PC13.prepare development plan for the learner to cover the learning gaps as identified in the assessment		5	2	3
	PC14.complete learner assessment records accurately and submit or process as required in the required timeframes		5	2	3
	PC15.use technology while conducting assessment activities such as video evidence of skills/performance, recording of oral evidence, computer-based/on-line testing; etc.		5	2	3
	PC16.check and authenticate the video recordings and other evidences to see if there are no shortcomings, else retake the recording and evidences		5	2	3
	PC17.document the results on paper templates as well as online forms and templates as prescribed accurately		5	2	3
	PC18.complete candidate records accurately and process in the required time frame		5	2	3
	PC19.secure, label and pack the evidences accurately as per standard procedures adopted by training organisation		5	2	3
		Total	100	38	62
MEP/N9911 Apply health and safety practices applicable in a training	PC1.promote a safe working environment and adhere to risk management strategies for clients, colleagues and others who enter the workplace, in accordance with duty of care requirements	100	6	3	3
	PC2.identify, control and report health and safety issues relating to immediate work environment		6	2	4

and assessment environment	according to procedures			
	PC3.work safely and apply health and safety practices in the training and assessment environment including using appropriate personal protective equipment (PPE) where required	5	1	4
	PC4.document safety records according to organisational policies	5	2	3
	PC5.recognise health and safety related hazards in the training and assessment area	5	1	4
	PC6.follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies	6	2	4
	PC7.document and report all hazards, accidents and near-miss incidents as per set process	6	2	4
	PC8.provide guidance and support to learners on the safe use and care of equipment and resources	5	2	3
	PC9.conduct displays and demonstrations according to work safety regulations and school/centre procedures and guidelines	5	1	4
	PC10.take appropriate steps, if required, to maintain personal safety of self and others	5	2	3
	PC11.maintain the training and assessment area in a clean and tidy condition	5	1	4
	PC12.respond appropriately to learners who require assistance with personal care or hygiene	5	1	4
	PC13.ensure all learners or candidates follow personal hygiene and grooming standards as required	5	1	4
	PC14.provide assistance with the general care and wellbeing of learners, including attending to learners with minor illnesses	6	2	4
	PC15.assist learners in need of minor first aid in accordance with school or centre procedures	5	1	4
	PC16.recognise emergency and potential emergency situations promptly and take required actions within the scope of individual responsibility	5	2	3
	PC17.follow emergency procedures correctly in accordance with school/centre procedures	5	1	4
	PC18.seek assistance promptly from colleagues and/or other authorities where appropriate	5	1	4
	PC19.report details of emergency situations accurately in accordance with school/centre policy, including accurate completion of accident and	5	2	3

	incident report forms				
		Total	100	30	70
MEP/N9912 Apply principles of professional practice at the workplace	PC1.display appropriate professional appearance for the workplace	100	3	1	2
	PC2.interact with team members, clients, vendors, visitors and other stakeholders in a professional manner		3	1	2
	PC3.develop personal and professional goals and objectives		3	1	2
	PC4.identify strengths and weaknesses in relation to goals and objectives		3	1	2
	PC5.evaluate own capacity to meet goals and objectives		3	1	2
	PC6.determine personal development needs to perform role as per desired standards		3	1	2
	PC7.develop a professional development plan to enhance professional capabilities		4	1	3
	PC8.document a professional practice plan designed to support the achievement of goals		3	1	2
	PC9.select and implement development opportunities to support continuous learning and maintain currency of professional practice		3	1	2
	PC10.research developments and trends impacting on professional practice and integrate information into work performance		3	1	2
	PC11.invite peers and others to observe, and provide feedback, on own performance and practices		3	1	2
	PC12.use feedback from colleagues and clients to identify and introduce, improvements in work performance		3	1	2
	PC13.perform tasks to the required workplace standard		5	2	3
	PC14.complete duties accurately, systematically and within required timeframes		3	1	2
	PC15.follow organisational policies		3	1	2
	PC16.protect the rights of the client and organisation when delivering services		4	1	3
	PC17.ensure services are delivered equally to all clients regardless of personal and cultural beliefs		3	1	2
	PC18.recognise potential ethical issues in the workplace and discuss with an appropriate person		4	2	2
	PC19.recognise unethical conduct and report to an		3	1	2

	appropriate person				
	PC20.operate within an agreed ethical code of practice		4	2	2
	PC21.apply organisational guidelines and legal requirements on disclosure and confidentiality		3	1	2
	PC22.identify and obtain clarity regarding organisational, team and own goals		3	1	2
	PC23.prioritise tasks at work as per organisational, team and own goals		5	2	3
	PC24.plan to meet team performance targets and Standards		4	2	2
	PC25.monitor own and team performance as per agreed plan		3	1	2
	PC26.share all relevant information with stakeholders in agreed formats and as per agreed timelines		3	1	2
	PC27.work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes		4	2	2
	PC28.recognise, avoid and/or address any conflict of interest		3	1	2
	PC29.use of conflict resolution and negotiation skills to identify critical points, issues, concerns and problems, identify options for changing behaviours		3	1	2
	PC30.recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy		3	1	2
		Total	100	36	64