

| Name | | | Organisation | | | | | |
|--------------------|---|-------|---------------------------|--------------------------------------|----------------------|-------------------------------|-----------------------------|----------|
| Job Title | | | Date | | | | | |
| Context for Review | | | | | | | | |
| TASK | | | REVIEWING PERSONAL ROLE | | | | | |
| LEARNING | | | Not being done by anybody | Being done, but could be done better | Being done by others | Being done by you, personally | Opportunity for development | COMMENTS |
| L1 | Assess learner's entry behaviour in relation to proposed training | 1 2 3 | | | | | | |
| L2 | Revise planned training to match identified entry behaviour | 1 2 3 | | | | | | |
| L3 | Assess learner's reactions to proposed enabling objectives | 1 2 3 | | | | | | |
| L4 | Adjust learning processes to match learner reactions to enabling objectives | 1 2 3 | | | | | | |
| L5 | Review training objectives and revise training design to match changes | 1 2 3 | | | | | | |
| L6 | Facilitate the provision of formative feedback during learning activities | 1 2 3 | | | | | | |
| L7 | Provide summative feedback on learning outcomes | 1 2 3 | | | | | | |
| L8 | Use feedback obtained from learners to revise learning events | 1 2 3 | | | | | | |
| L9 | Identify remedial training needs | 1 2 3 | | | | | | |
| L10 | Develop learner self-assessment measures | 1 2 3 | | | | | | |
| L11 | Develop internal validation measures: written and practical tests of learning | 1 2 3 | | | | | | |

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| L13 | Develop external validation measures of learning | 1 2 3 | | | | | | |
| L14 | Implement validation measures | 1 2 3 | | | | | | |
| L15 | Mark and analyse the results of validation measures developed | 1 2 3 | | | | | | |
| L16 | Establish procedures for assessing an individual's learning activities at Level 3 | 1 2 3 | | | | | | |
| L17 | Establish procedures for assessing group learning activities at Level 4 | 1 2 3 | | | | | | |
| PROVING-IMPROVING | | | Not being done by anybody | Being done, but could be done better | Being done by others | Being done by you, personally | Opportunity for development | COMMENTS |
| P1 | Discuss performance/productivity/safety, etc., with departmental personnel | 1 2 3 | | | | | | |
| P2 | Agree standards of performance with senior management | 1 2 3 | | | | | | |
| P3 | Evaluate effectiveness of training methods against specified objectives | 1 2 3 | | | | | | |
| P4 | Analyse the efficiency of training provision against specified criteria | 1 2 3 | | | | | | |
| P5 | Evaluate effectiveness of distance learning/computer-based material | 1 2 3 | | | | | | |
| P6 | Analyse the efficiency of distance learning delivery systems | 1 2 3 | | | | | | |
| P7 | Assess trainer competence against specified standards of performance | 1 2 3 | | | | | | |
| P8 | Review the contribution training makes to organisational performance | 1 2 3 | | | | | | |

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| P9 | Supply information required by a TMIS | 1 2 3 | | | | | | |
| P10 | Develop a strategy for evaluating a training intervention | 1 2 3 | | | | | | |
| P11 | Implement strategy/techniques for evaluating a training intervention | 1 2 3 | | | | | | |
| P12 | Evaluate effectiveness of training sessions | 1 2 3 | | | | | | |
| P13 | Evaluate efficiency of training courses in relation to specified criteria | 1 2 3 | | | | | | |
| P14 | Improve the effectiveness of training courses/programmes | 1 2 3 | | | | | | |
| P15 | Improve the efficiency of training courses/programmes | 1 2 3 | | | | | | |
| P16 | Develop assessment methods to collect evidence of competent performance | 1 2 3 | | | | | | |
| P17 | Introduce improvements to training and development in an organisation | 1 2 3 | | | | | | |
| P18 | Initiate action based on feedback obtained from IRQ's | 1 2 3 | | | | | | |
| P19 | Discuss outcomes of training with line management | 1 2 3 | | | | | | |

| MONITORING | | Not being done by anybody | Being done, but could be done better | Being done by others | Being done by you, personally | Opportunity for development | COMMENTS |
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| M1 | Specify requirements to be obtained from a TMIS | 1 2 3 | | | | | |
| M2 | Monitor summary of data obtained from internal validation reports | 1 2 3 | | | | | |
| M3 | Prepare summary reports on data from national/state calendar courses | 1 2 3 | | | | | |
| M4 | Evaluate training provided by specialists/consultants/manufacturers | 1 2 3 | | | | | |
| M5 | Monitor performance of training staff against agreed standards | 1 2 3 | | | | | |
| M6 | Review the contribution training makes to improved organisational performance | 1 2 3 | | | | | |
| M7 | Monitor work of external training consultants | 1 2 3 | | | | | |
| M8 | Write validation reports on training courses | 1 2 3 | | | | | |
| M9 | Carry out cost benefit analysis of training courses/programmes | 1 2 3 | | | | | |
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| M10 | Evaluate the role of the training function within an organisation | 1 2 3 | | | | | |

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| M11 | Evaluate the contribution of training institutions to organisational performance | 1 2 3 | | | | | | |
| M12 | Review processes used to assess the results achieved by training courses | 1 2 3 | | | | | | |
| M13 | Monitor services, products and systems of the EoT function | 1 2 3 | | | | | | |
| M14 | Monitor effectiveness of training programmes on job performance | 1 2 3 | | | | | | |
| M15 | Monitor and improve services, products and systems of the EoT function | 1 2 3 | | | | | | |
| ADMINISTRATION MANAGEMENT | | | Not being done by anybody | Being done, but could be done better | Being done by others | Being done by you, personally | Opportunity for development | COMMENTS |
| A1 | Develop a Training Management Information System (TMIS) | 1 2 3 | | | | | | |
| A2 | Write reports on training activities | 1 2 3 | | | | | | |
| A3 | Provide information about training courses to external agencies | 1 2 3 | | | | | | |
| A4 | Make recommendations about the role and activities of the EoT function | 1 2 3 | | | | | | |
| A5 | Make presentations about the work of the EoT function | 1 2 3 | | | | | | |

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| A6 | Devise procedures for gathering information for evaluation purposes | 1 2 3 | | | | | | |
| A7 | Disseminate information from a Training Management Information System (TMIS) | 1 2 3 | | | | | | |
| A8 | Prepare a budget for all or part of an organisation's EoT function | 1 2 3 | | | | | | |
| A9 | Develop a strategy for evaluating training outcomes | 1 2 3 | | | | | | |
| A10 | Evaluate effectiveness/efficiency of training packages | 1 2 3 | | | | | | |
| A11 | Implement strategy/techniques for evaluating a training intervention | 1 2 3 | | | | | | |
| A12 | Review effective/efficient utilisation of training resources | 1 2 3 | | | | | | |
| A13 | Review benefits obtained from institutional training courses | 1 2 3 | | | | | | |
| A14 | Identify development needs of trainers and ways to meet them | 1 2 3 | | | | | | |
| A15 | Review performance of external training consultants | 1 2 3 | | | | | | |

| CONTINUING PROFESSIONAL DEVELOPMENT | | | Not being done by anybody | Being done, but could be done better | Being done by others | Being done by you, personally | Opportunity for development | COMMENTS |
|-------------------------------------|---|-------|---------------------------|--------------------------------------|----------------------|-------------------------------|-----------------------------|----------|
| C1 | Appraise own knowledge and skills | 1 2 3 | | | | | | |
| C2 | Maintain a record of professional EoT activities/development | 1 2 3 | | | | | | |
| C3 | Reflect on own experience and practices associated with EoT | 1 2 3 | | | | | | |
| C4 | Share experience and practice of EoT with colleagues | 1 2 3 | | | | | | |
| C5 | Visit other professionals/practitioners and organisations | 1 2 3 | | | | | | |
| C6 | Keep up to date with changes in the major functions of the organisation | 1 2 3 | | | | | | |
| C7 | Evaluate and develop personal professional competence | 1 2 3 | | | | | | |
| C8 | Manage time available for EoT duties. | 1 2 3 | | | | | | |