

# ATD TRAINING INTRODUCTORY - ASSESSMENT OF PROFICIENCY



**All participants on Adult Training and Development ATD Training Introductory training courses will complete this attachment.**

At the ATD Training Introductory training course, participants will gain the knowledge and skills required to make presentations, assist other leaders complete their training and provide information to aid evidence gathering for a recognition of prior learning application.

<b>NAME:</b>
<b>MEMBER NO:</b>
<b>FORMATION:</b>
<b>BRANCH:</b>

<b>COURSE NO:</b>
<b>COURSE LOCATION:</b>
<b>COURSE LEADER:</b>
<b>DATE:</b>

## Handouts completed:


No	Title	Participant completed	Course Leader sighted
1a	MAKING PRESENTATIONS		
1b	PRESENTATION PLAN		
2	MENTORING		
3	ASSESSING		

# ATD TRAINING INTRODUCTORY - ASSESSMENT OF PROFICIENCY



**Skills demonstrated:**

The participant demonstrated that they can:	Participant considers Satisfactory	Course Leader considers Satisfactory	Course Leader considers NOT Satisfactory
Select appropriate facilities and equipment for making presentations			
Develop a presentation			
Describe the Leader Development Program			
Make a presentation			
Understand the role of a Personal Leader Advisor			
Assist in a one on one mentoring role			
Understand the assessment process			
Explain the rules of evidence and principles of assessment			
Advise on suitable evidence and assist with evidence gathering			
Indicate where assessment tools are located			

 <p><b>Scouts</b> AUSTRALIA</p>	<p><b>ATD Training Introductory Attachment.</b> I certify that proficiency in ATD Training Introductory has been attained by:</p> <p>_____ (name)</p> <p><b>Verified by:</b> _____</p> <p><b>Date:</b>     ___/___/___</p>
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## Handout 1a – MAKING PRESENTATIONS

Explain the following requirements for making presentations		
1	List six principles of adult learning	
2	List four considerations required of a facility to conduct a training course	
3	List four presentation techniques	
4	Presentation plan	<b>Handout 1b - Attach a copy of your completed Presentation Plan delivered on course</b>
5	Define the term "Discussion Group"	
6	Describe good verbal communication techniques	
7	Identify where the Leader Development Program can be found	

## Handout 2 – MENTORING

Explain the following roles for mentoring a fellow leader	
Describe the knowledge and skills required of a Personal Leader Advisor	
Describe how to aid a learners confidence and self esteem	
Describe how to support a person being mentored	

**Handout 3 - ASSESSING**

<b>Provide answers for the following questions</b>	
List the 4 principles of assessment	
List the 4 rules of evidence	
Describe the process of assessment	
List some types of suitable evidence	
What is the purpose of assessment?	
Explain the role of SAIT in the assessment process	
Identify where assessment information can be obtained	