

TAE50111 Diploma of Vocational Education and Training

Assessment Task

Evaluate a Training Program

This assessment task is related to the cluster Design and Development advisory and is used to reflect upon the unit:

- TAEDES505A Evaluate a Training Program.

You must evaluate the effectiveness of one (1) training program that you are currently delivering in your workplace.

You are to submit an *Evaluation Report* using the following headings:

Planning for the Evaluation

- Background (Qualification/Unit; age and gender of the group; cultural and educational background; LLN levels, previous work and learning experience)
- Stakeholders
- Objectives and Outcomes
- Evaluation technique
- Evaluation schedule

Conducting and Collating the Evaluation Data

- Sample of the evaluation instrument
- Raw evaluation data
- Summary of the evaluation data collected

Analysis of the Evaluation Data

Conclusions and Recommendations.

The *Evaluation Report* is to be submitted electronically with an assessment cover sheet to your mentor on or before Workshop 10. The report requires intensive research, reading, analysis and critical response (at least 1-2 A4 pages in total).

Your mentor/facilitator will provide feedback within 15 working days from submission of your assessment.