

# Supervise work- based learning



**ASSIGN  
BUSTER**

Supervise Work-Based Learning Prepared by: Mrs. Leonila Zamora Lorraine

Technical School Qualification: Dressmaking NC II FORM 1. 1 SELF-

ASSESSMENT CHECK INSTRUCTIONS: This Self-Check Instrument will give the trainer necessary data or information which is essential in planning training sessions. Please check the appropriate box of your answer to the questions below.

| BASIC COMPETENCIES | | | CAN I...? | YES | NO | | 1. Participating in

workplace communication | | 1. 1 Obtain and convey workplace information |

( | | | 1. 2 Participate in workplace meeting and discussion. |( | | | 1. 3

Complete relevant work related documents |( | | | COMMON COMPETENCIES |

| 1. Carry Out Measurements and Calculations | | | Read and interpret

drawing |( | | | Obtain measurements |( | | | Perform simple calculations |( | | |

1. 4 Estimate appropriate quantities |( | | | CORE COMPETENCIES | | | | 1.

Draft and Cut Pattern for Casual Apparel | | | | 1. 1 Plan garment design |( | | |

1. 2 Take clients body measurement |( | | | 1. 3 Draft basic/block pattern |( | | |

| 1. 4 Manipulate pattern |( | | | 1. 5 Cut final pattern |( | | | 2. Prepare and Cut

Materials for Casual Apparel | | | | 2. 1 Prepare materials (fabric) |( | | | 2. 2

Lay-out and mark pattern on materials | |( | | | 2. 3 Cut materials | |( | | | 3. Sew

Casual Apparel | | | | 3. 1 Prepare cut parts |( | | | 3. 2 Prepare sewing

machine for operation |( | | | 3. 3 Sew and assemble garment parts |( | | | 3. 4

Alter completed garments |( | | | 4. Apply Finishing Touches on Casual

Apparel | | | | 4. 1 Apply finishing |( | | | 4. 2 Trim excess threads |( | | | 4. 3

Press Finished garment |( | | | 4. 4 the Finished garment Package touches |( | |

| Evidences/Proof of Current Competencies Form 1. 2: Evidence of Current

Competencies acquired related to Job/Occupation | Current | | | |

competencies | Proof/Evidence | Means of validating | | | | | Draft and cut

pattern for casual apparel | Training Certificate | Validated via a phone from

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the trainer in the| | | institution | | | | Sew Casual Apparel | Training Certificate | Validated via a phone from the trainer in the| | | institution | | Apply Finishing Touches on Casual Apparel | Training Certificate | Validated via a phone from the trainer in the| | | institution | Identifying Training Gaps From the accomplished Self-Assessment Check (Form 1. 1) and the evidences of current competencies (Form 1. 2), the trainer will be able to identify what the training needs of the prospective trainee are. Form 1. 3 Summaries of Current Competencies versus Required | Required Units of Competency/Learning Outcomes based| Current Competencies | Training Gaps/Requirements | | on CBC | | | Draft and Cut Pattern for Casual Apparel | | Plan garment design | Plan garment design | | Take clients body measures | Take clients body measures | | Draft basic/block pattern | Draft basic/block pattern | | Manipulate | Manipulate | | Cut final pattern | Cut final pattern | | Prepare and Cut Materials for Casual Apparel | | Prepare materials (fabric) | | Prepare materials (fabric) | | Lay-out and mark pattern on materials | | Lay-out and mark pattern on materials | | cut materials | | cut materials | | Sew Casual Apparel | | Prepare cut parts | Prepare cut parts | | Prepare sewing machine for operation | Prepare sewing machine for operation | | Sew and assemble garment parts | Sew and assemble garment parts | | Alter completed garments | Alter completed garments | | Apply Finishing Touches on Casual Apparel | | Apply finishing | Apply finishing | | Trim excess threads | Trim excess threads | | Press Finished garment | Press Finished garment | | the Finished garment Package touches | the Finished garment | | t Package touches | | Using Form No. 1. 4, convert the Training Gaps into a Training Needs/ Requirements. Refer to the CBC in identifying the Module Title or Unit of Competency of the training needs identified. Form

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No. 1. 4: Training Needs | Gaps | Module Title/Module of Instruction | Duration (hours) | | Prepare materials (fabric) | Preparing Materials (fabric) | 40 hrs | | Lay-out and mark pattern on materials | Laying-out mark pattern on | 40 hrs | | | materials | | | Cut materials | Cutting materials | 40 hrs | TRAINING PLAN

Qualification: DRESSMAKING NC II | Trainees' Training Requirements | Training Activity/Task | Mode of Training | Staff | Facilities/Tools and Equipment | Venue | Assessment Method | Date and Time | | Lay-out and mark pattern on materials| Laying-out mark pattern on | Internship | Leonila Zamora | Metter stick pencil | Lorraine Tech.| Demonstration | Institution | | | materials | | head | Pattern paper | school Angeles|/Observation | June 18 — 22, 2012 3; 00pm-5pm | | | | Phillip Garcia | |/JK dressshop| | INDUSTRY | | | | | Head cutting | | | | 8am-11pm | | Cut materials | Cutting materials | Internship | Leonila Zamora | Fabric | Lorraine Tech.| Demonstration / | Institution | | | | head /Phillip | Scissors | school Angeles| Observation | June 23 — 25, 3; pm- 5; pm Industry | | | | Garcia Head | L-square |/JK dressshop| | 8am-110m | | | | Cutting | Metertape | | | | Technical Education and Skills Development Authority Lorraine Technical School Angeles TRAINEE'S RECORD BOOK Trainee's No. AA-2004 NAME: Lynila Capulong

QUALIFICATION: DRESSMAKING NC II TRAINING DURATION: June 15-26 2012 TRAINER: Mrs. Leonila G. Zamora Instructions: This Trainees' Record Book (TRB) is intended to serve as record of all accomplishment/task/activities while undergoing training in the industry. It will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is therefore important that all its contents are viably entered by both the trainees and instructor. The Trainees' Record Book contains all the required competencies in your chosen qualification. All you

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have to do is to fill in the column “ Task Required” and “ Date Accomplished” with all the activities in accordance with the training program and to be taken up in the school and with the guidance of the instructor. The instructor will likewise indicate his/her remarks on the “ Instructors Remarks” column regarding the outcome of the task accomplished by the trainees. Be sure that the trainee will personally accomplish the task and confirmed by the instructor. It is of great importance that the content should be written legibly on ink. Avoid any corrections or erasures and maintain the cleanliness of this record. This will be collected by your trainer and submit the same to the Vocational Instruction Supervisor (VIS) and shall form part of the permanent trainee’s document on file. THANK YOU. Notes : Unit of Competency: 2.

PREPARE AND CUT MATERIALS FOR CASUAL APAREL NC Level II | Learning Outcome | Task/Activity Required | Date Accomplished | Instructors Remarks  
 | | Prepare materials | Preparing Materials (fabric) | June 17, 2012 |  
 Competent | |(fabric) | | | | Lay-out and mark pattern| Lay-outing mark  
 pattern on | June 22, 2012 | Competent | | on materials | materials | | | | Cut  
 materials | Cutting materials | June 25, 2012 | Competent |

\_\_\_\_\_ Trainee’s Signature Trainer’s  
 Signature  
 TRAINEE’S PROGRESS SHEET | Name |: | LYNILA CAPULONG |  
 Trainer |: | Leonila Zamora | | | | Qualification |: | Dressmaking NCII | Nominal  
 Duration |: | 40 hours | | | | Units of Competency | Training Activity | Training  
 Duration | Date Started | Date Finished | Rating | Trainee’s Initial |  
 Supervisor’s Initial | | Lay-out and mark pattern on materials | Lay-outing  
 mark pattern | 15 hrs. | June 18, 2012 | June 22, 2012 | Competent | LZ | AS |  
 | | on materials | | | | | | Cut materials | Cutting materials | 15 hrs. | June 23  
 2523 2012 | June 25 2012 | Competent | LZ | AS | | Total | | 40 hrs. | | | | |

Note: The trainee and the supervisor must have a copy of this form. The column for rating maybe used either by giving a numerical rating or simply indicating competent or not yet competent. For purposes of analysis, you may require industry supervisors to give a numerical rating for the performance of your trainees. Please take note however that in TESDA, we do not use numerical ratings

TRAINING SESSION EVALUATION FORM  
 INSTRUCTIONS: This post-training evaluation instrument is intended to measure how satisfactorily your trainer has done his job during the whole duration of your training. Please give your honest rating by checking on the corresponding cell of your response. Your answers will be treated with utmost confidentiality.

TRAINERS/INSTRUCTORS	1	2	3	4	5						
Name of Trainer: Leonila Zamora											
1. Orients trainees about CBT, the use of CBLM and the evaluation system					X						
2. Discusses clearly the unit of competencies and outcomes to be attained at the start of every module				X							
3. Exhibits mastery of the subject/course he/she is teaching									X		
4. Motivates and elicits active participation from the students or trainees										X	
5. Keeps records of evidence/s of competency attainment of each student/trainees											X
6. Instill value of safety and orderliness in the classrooms and workshops											X
7. Instills the value of teamwork and positive work values											X
8. Instills good grooming and hygiene											X
9. Instills value of time											X
10. Quality of voice while teaching											X
11. Clarity of language/dialect used in Teaching											X
12. Provides extra attention to trainees and students with specific learning needs											X
13. Attends classes regularly and promptly											X
14. Shows energy and enthusiasm while											X

Teaching | | | | | 15. Maximizes use of training supplies and | | | | | X | |  
 Materials | | | | | 16. Dresses appropriately | | | | | X | | 17. Shows empathy |  
 | | | | | X | | 18. Demonstrates self-control | | | | | X | | This post-training  
 evaluation instrument is intended to measure how satisfactorily your trainer  
 prepared and facilitated your training. Please give your honest rating by  
 checking on the corresponding cell of your response. Your answers will be  
 treated with utmost confidentiality. Use the following rating scales: 5 -  
 Outstanding 4 - Very Good/Very Satisfactory 3 — Good/Adequate 2 —  
 Fair/Satisfactory 1 — Poor/Unsatisfactory | PREPARATION | 1 | 2 | 3 | 4 | 5 | |  
 1. Workshop layout conforms with the | | | | | X | | | components of a CBT  
 workshop | | | | | 2. Number of CBLM is sufficient | | | | | X | | 3. Objectives  
 of every training session is well | | | | | X | | | Explained | | | | | 4. Expected  
 activities/outputs are clarified | | | | | X | | | DESIGN AND DELIVERY | | | | | 1.  
 Course contents are sufficient to attain | | | | | X | | | Objectives | | | | | 2.  
 CBLM are logically organized and | | | | | X | | Presented | | | | | 3.  
 Information Sheet are comprehensive in | | | | | X | | providing the required  
 knowledge | | | | | 4. Examples, illustrations and | | | | | X | | demonstrations  
 help you learn | | | | | 5. Practice exercises like Task/Job Sheets are | | | | | X  
 | | sufficient to learn required skills | | | | | 6. Valuable knowledge are  
 learned through | | | | | X | | the contents of the course | | | | | 7. Training  
 Methodologies are effective | | | | | X | | 8. Assessment Methods and  
 evaluation | | | | | X | | system are suitable for the trainees and | | | | | the  
 competency | | | | | 9. Recording of achievements and | | | | | X | |  
 competencies acquired is prompt and | | | | | comprehensive | | | | | 10.  
 Feedback about the performance of | | | | | X | | learners are given  
 immediately | | | | | TRAINING FACILITIES/RESOURCES | 1 | 2 | 3 | 4 | 5 | | 1.

Training Resources are adequate | | | | X | | 2. Training Venue is conducive and appropriate | | | | X | | 3. Equipment, Supplies, and Materials are | | | | X | | Sufficient | | | | | 4. Equipment, Supplies and Materials are | | | | X | | suitable and appropriate | | | | | 5. Promptness in providing Supplies and | | | | X | | Materials | | | | | SUPPORT STAFF | 1 | 2 | 3 | 4 | 5 | | Support Staff are accommodating | | | | X | Comments/Suggestions: There should be a lobbying procedure among the participants regarding the training venue (as well as time) prior to the training itself, i. e. near the area, feasibility of the time and place, - just to name a few. 1. Self Evaluation The trainer shall design a self-evaluation questionnaire that he/she shall answer after the conduct of the training. This shall serve as a checklist of what he/she must do. A short sample is given below. | During the session, did I? | Yes | No | | 1. Establish an atmosphere of trust? | X | | | 2. Encourage participation of the trainees? | X | | | 3. Assist the trainees when they needed assistance? | X | | | 4. Consider the feedback of trainees? | X | | | 5. Remain aware of non verbal communication? | X | | | 6. Praise effort? | X | | | 7. Summarize key points? | X | | | 8. Vary activities and tasks to aid attainment of competency? | X | | | 9. Provide opportunities for practice? | X | | | 10. Achieve the learning objectives? | X | | | The Supervised Industry Training or On the Job Training Evaluation Form below is a sample evaluation for to evaluate the implementation of SIT and OJT. It is recommended that this evaluation form be used and improved so that appropriate areas to be evaluated are covered. SUPERVISED INDUSTRY TRAINING OR ON THE JOB TRAINING EVALUATION FORM Dear Trainees: The following questionnaire is designed to evaluate the effectiveness of the Supervised Industry Training (SIT) or On the Job Training (OJT) you had with the Industry Partners of (your institution).



Please check ( ) the appropriate box corresponding to your rating for each question asked. The results of this evaluation shall serve as a basis for improving the design and management of the SIT in SICAT to maximize the benefits of the said Program. Thank you for your cooperation. Legend: 5 — Outstanding 4 — Very Good/ Very Satisfactory 3 — Good/Adequate 2 — Fair/ Satisfactory 1 — Poor/Unsatisfactory NA — not applicable

RATER 1	Item No.	Questions	Ratings
INSTITUTIONAL EVALUATIONS			
	Item No.	Questions	Ratings
INDUSTRY PARTNER			
RATER 2	Item No.	Questions	Ratings
INSTITUTIONAL EVALUATIONS			
	Item No.	Questions	Ratings
INDUSTRY PARTNER			
AVERAGE RATINGS			
INSTITUTIONAL EVALUATIONS			
Average			1
	1	Has LTS Angeles conducted an orientation about the SIT/OJT program, the requirements and	3.00
	2	preparations needed and its expectations?	2
	2	Has LTS Angeles provided the necessary assistance such as referrals or recommendations in	3.00
		finding the company for your OJT?	3
		Has LTS Angeles showed coordination with the Industry partner in the design and supervision of	3.50
		your SIT/OJT?	4
		Has your in-school training adequate to undertake Industry partner assignment and its	4.00
		challenges?	5
		Has LTS Angeles monitored your progress in the industry?	4.00
		Has the supervision been effective in achieving your OJT objectives and providing feedbacks	3.50
		when necessary?	7
		Did LTS Angeles conduct assessment of your SIT/OJT program upon completion?	4.00
		Were you provided with the results of the Industry and LTS Angeles assessment of your OJT?	4.00
GENERAL AVERAGE			
Average			3.50
AVERAGE RATINGS			
INDUSTRY PARTNER			
Average			1
	1	Was the Industry partner appropriate for your type of training required and/or desired?	4.00
	2	Has the industry partner designed the training to meet your objectives	

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and expectations? | 4. 00 | | 3 | Has the industry partner showed coordination with LTS Angeles in the design and supervision | 3. 00 | | | of the SIT/OJT? | | | 4 | Has the Industry Partner and its staff welcomed you and treated you with respect and | 4. 00 | | | understanding? | | | 5 | Has the industry partner facilitated the training, including the provision of the necessary | 5. 00 | | | resources such as facilities and equipment needed to achieve your OJT objectives? | | | 6 | Has the Industry Partner assigned a supervisor to oversee your work or training? | 3. 00 | | | 7 | Did LTS Angeles conduct assessment o your SIT/OJT program upon completion? | 4. 00 | | | 8 | Were you provided with the results of the | 4. 00 | | | Industry and LTS Angeles assessment of your OJT? | | | 9 | Was the supervisor effective in supervising you through regular meetings, consultations and | 3. 00 | | | advise? | | | 10 | Has the experience improved your personal skills and human relations? | 4. 00 | | | 11 | Are you satisfied with your training in the industry? | 3. 50 | | | GENERAL AVERAGE | 3.

77 | Range: 0. 00 — 1. 49 = Poor/Unsatisfactory 1. 50 — 2. 49 =

Fair/Adequate 2. 50 — 3. 49 = Good/Satisfactory 3. 50 — 4. 49 = Very

Good/Very Satisfactory 4. 50 — 5. 00 = Outstanding General Interpretation:

The General Average resulted to a 3. 77 range which would correspond to a Very Good/Very Satisfactory rating. Therefore, we could eventually say that on generally, the trainees were very satisfied with the initial result of the training. Recommendation: The Institution should implement more effective ways in making the Industry cooperate in their program by making sure they submit weekly progress reports. [pic][pic][pic][pic][pic] -----

Note: In making the Self-Check for your Qualification, all required competencies should be specified. It is therefore required of a Trainer to be well- versed of the CBC or TR of the program qualification he is teaching.

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