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| Trainee Name: |  | trainee Arn: |  |
| Instructor Name: |  | Training session date: |  |

| Lesson Overview  * The objectives of the tutorial are to: * Provide the trainee instructor with guidance on how to write student reports in a training record * Complete training records to ensure student progress is correctly recorded * Give the trainee instructor an understanding of the importance of correct and complete training records |
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| MOS Reference | Lesson Content *(Elements & Performance Criteria)* |
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| 1. ****FIR4.6**** | Complete post training administration |
|  | record achievement, or otherwise, of competency, any remedial training required and identify content of the next training exercise; |
|  | administration procedures required for issue of an endorsement or military equivalent are completed where applicable. |
|  | inform relevant staff of trainee’s performance and results where required; |
|  | review effectiveness of training and identify any adjustments to delivery, presentation and content for improvement, and discuss with appropriate stakeholders. |

| MOS Ref | Underpinning knowledge |
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|  | Principles and methods of instruction as prescribed in unit FIRC of schedule 3 of the part 61 MOS: |

# Training Notes

* The tutorial should be planned in a logical manner to ensure that the trainee instructor receives the appropriate level of guidance and training in the completion of a training record
* The instructor should provide the instructor trainee with detailed guidance on appropriate content of a student record including language and the level of detail.
* The training should use an actual student record/lesson plan to practice including writing up previous give back lesson for the instructor course as practice.
* It is reasonable that from this lesson onwards, the trainee instructor should complete a student record for each giveback during the remainder of the instructor course using the correct student record for the lesson. These records should be reviewed by the instructor and discussed with the trainee instructor.
* The instructor should provide student scenarios for the trainee instructor to demonstrate their understanding of the objectives of the lesson
* There are no performances standards provide against the criteria in FIR4.6. The inclusion of this element is to provide some focus for the instructor and though several of the criteria are not directly related to writing student records and completing training records, it provides an opportunity for discussion with the trainee instructor as they are included in post-training administration.

| COMMENTS AND OUTCOME (INCLUDING ELEMENTS & PERFORMANCE CRITERIA THAT REQUIRE CONSOLIDATION AND/OR REMEDIAL TRAINING) |
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| Instructor’s signature & date | Trainee’s signature & date |
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