***Logo and address of RTB***

**Trainee Manual Template**

**(Trainee Manual)**

**COVER PAGE**

# Author’s Note Page (Copyright)

# Acknowledgements

The publisher would like to thank the following for their assistance in the elaboration of this textbook:

# Table of content

# Acronyms

# Introduction

Module Code and Title :…………………….

|  |
| --- |
| **Learning Outcome 1:**  **Learning Outcome 2:**  **Learning Outcome 3:**  **.**  **.**  **.**  **.**  **.**  **Learning Outcome n:** |

# Learning Outcome 1: ..................

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| --- |
| **Illustration reflecting the Learning outcome 1** |

|  |
| --- |
| **Indicative contents**  **1.1**  **1.2**  **1.3**  **1.n** |

## Key Competencies for Learning outcome 1:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Knowledge** | **Skills** | **Attitudes** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| n. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Duration: ……….hrs** | | |
| Learning outcome 1 objectives: By the end of the learning outcome, the trainees will be able to:  1. ………………………………….  2. ………………………………….  3. ………………………………….  .  n. ………………………………… | | |
| **Resources** | | |
| **Equipment** | **Tools** | **Materials** |
|  |  |  |

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## Indicative content 1.1: ..........................................

### Theoretical Activity 1.1.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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**n:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 1.1.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 1.1

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



## Indicative content 1.2: ..........................................

**Duration:.......hr**

### Theoretical Activity 1.2.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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**n:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 1.2.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 1.2

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



## Indicative content 1.n: ..........................................

**Duration:.......hr**

### Theoretical Activity 1.n.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 1.n.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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**n:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 1.n

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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## Learning outcome 1 end assessment

**Written assessment**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Practical assessment**

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# Learning Outcome 2: ..................

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| **Illustration reflecting the Learning outcome 2** |

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| **Indicative contents**  **2.1**  **2.2**  **2.3**  **2.n** |

## Key Competencies for Learning outcome 2:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Knowledge** | **Skills** | **Attitudes** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| n. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Duration: ……….hrs** | | |
| Learning outcome 2 objectives: By the end of the learning outcome, the trainees will be able to:  1. ………………………………….  2. ………………………………….  3. ………………………………….  .  n. ………………………………… | | |
| **Resources** | | |
| **Equipment** | **Tools** | **Materials** |
|  |  |  |
| **Advance preparation:**  .  .  . | | |



## Indicative content 2.1: ..........................................

### Theoretical Activity 2.1.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 2.1.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 2.1

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



## Indicative content 2.2: ..........................................

**Duration:.......hr**

### Theoretical Activity 2.2.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 2.2.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 2.2

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



## Indicative content 2.n: ..........................................

**Duration:.......hr**

### Theoretical Activity 2.n.1: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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**n:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Practical Activity 2.n.2: ……………………………………………………

**Tasks:** *(These tasks are related and responding to steps in trainer manual)*

**1:**

**2:**

**3:**

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**n:**

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| Refer Instruction Manual Booklet Black Iconvector Illustration Isolated On  White Background Label Eps10 Stock Illustration - Download Image Now -  iStock**Key readings:**  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….. |

### Points to Remember

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### Application of learning 2.n

**Task:** …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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## Learning outcome 2 end assessment

**Written assessment**

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**Practical assessment**

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