

PERFORMANCE REVIEW EVALUATION CHECKLIST

Criteria	Achieved	
	Yes	No
1. The learner is advised of intended learning outcomes, the sequence of activities, job applicability, and the assessment process, where applicable. Opportunities are provided for the learner to contribute to and enquire about the process.	✓	
2. Coaching sessions enable the learner to understand the broader context and importance of the task. The sessions contribute towards the principle of life-long learning within a positive learning environment.	✓	
3. Coaching is outcomes-directed and includes appropriate and effective explanations, demonstrations, practice and review as required to enable learning to take place. The learner is directed towards helpful resources as required to promote understanding and learning transfer.	✓	
4. Language medium and level is appropriate to the learner and demands of the task and is consistent with industry usage.	✓	
5. The demonstrated steps and explanation sequence meets learner needs in terms of pace and logic of structure.	✓	
6. Opportunities for practice are sufficient to ensure learner competence is achieved in terms of the defined outcomes.	✓	
7. Coaching is carried out in accordance with specified requirements (Requirements include resource usage, health and safety requirements and organisational quality assurance requirements).	✓	
8. The coaching approach provides opportunities to monitor learner's progress and understanding of the task. Where necessary, modifications are made to the training approach to ensure the learner's needs are addressed.	✓	