

Work Based Training (WBT) Mentor/Assessor Survival Kit

Index

- 1. INTRODUCTION**
- 2. THE MENTOR IN THE WORK BASED TRAINING (WBT) PROCESS**
 - * Tips for working with groups - group facilitation
- 3. WORK BASED TRAINING - THE PROCESS**
 - * Aims
 - * Trainee profile and level
 - * Course structure
 - * Methods of delivery
 - * Learning hours in the workplace.
 - * External guided learning
 - * Course materials
 - * Course quality standards
 - * Stages of the WBT process
 - * Administration
 - * List of Forms for the WBT process
- 4. LEARNING CONTRACTS - WHAT ARE THEY? EXAMPLES**
- 5. GUIDING TRAINEES IN PORTFOLIO BUILDING**
- 6. EVIDENCE GATHERING**
- 7. PORTFOLIO BUILDING TIPS FOR WBT MENTORS**
- 8. ASSESSMENT PROCEDURES**
- 9. GOOD PRACTICE PROCEDURES**

The work described and views expressed in this publication are those of the OMNA - DIT/NOW Project. Any errors or omissions are the responsibility of the Project

The OMNA - DIT/NOW Project was initiated and supported throughout by the School of Social Sciences, Faculty of Applied Arts, Dublin Institute of Technology. The Project gratefully acknowledges this support.