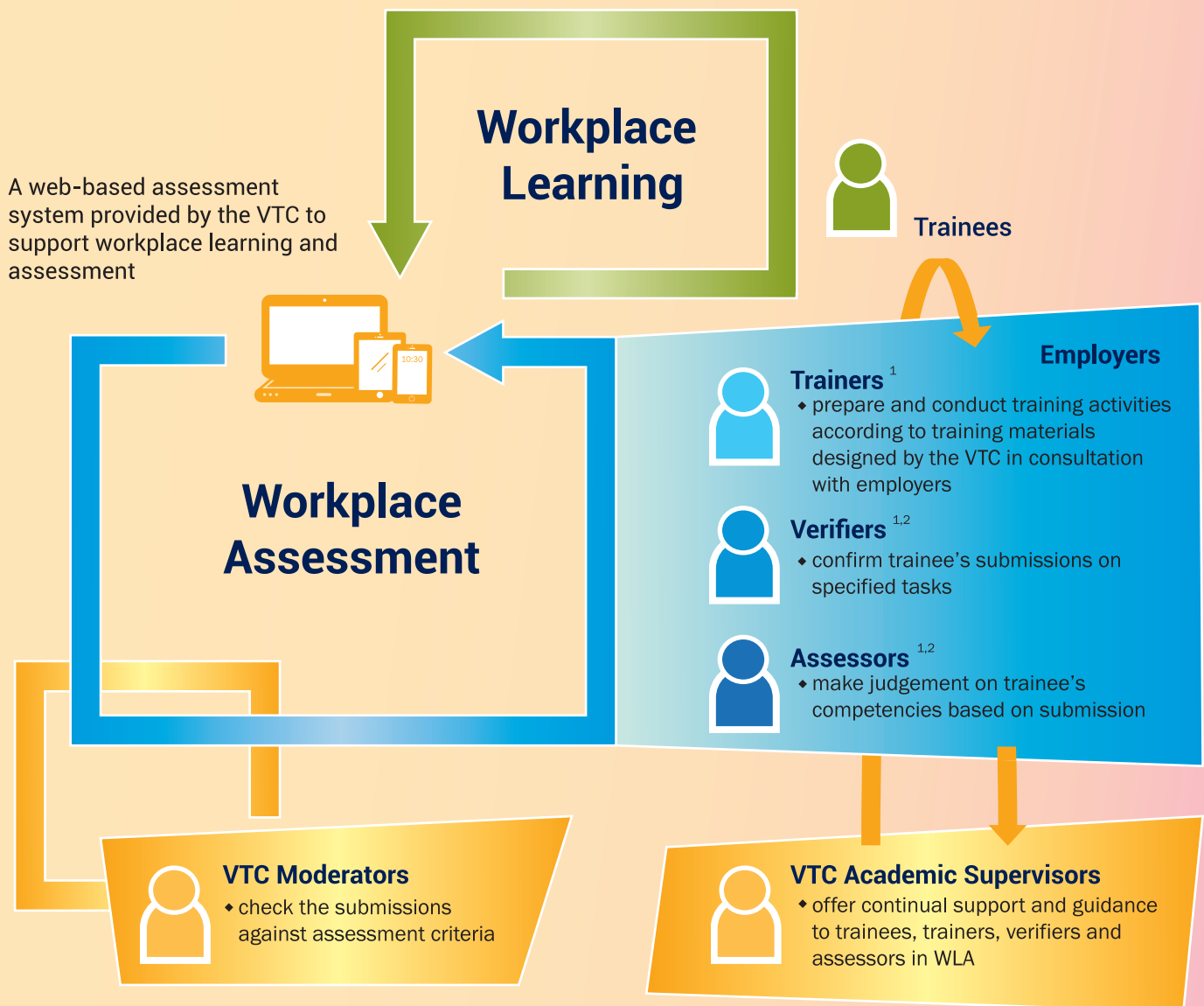


Workplace Learning and Assessment

The Vocational Training Council (VTC) introduces a structured workplace learning and assessment to enhance the learning and training outcomes. Employers could provide trainees with constructive feedback to enhance their work performance and professionalism.

How it works



Notes

¹ nominated by employers;

handbooks for trainers, verifiers and assessors are available to provide details on their roles and functions

² verifiers and assessors are required to attend a professional development workshop offered by the VTC

Trainers, Verifiers and Assessors nominated by Employers

General Requirements	Trainers	Verifiers	Assessors
1. In a position to observe the trainees in their day-to-day duties	✓	✓	
2. Have proven technical skills and knowledge, and meet the experience requirements and/or specified qualifications set by the VTC	✓	✓	
3. Have a minimum of three years' experience of relevant industry and meet the academic/professional qualifications specified by the VTC			✓
4. Employed in the capacity of supervisory level or above			✓
5. Attended a half-day professional development workshop on workplace assessment offered by the VTC		✓	✓
Key Tasks	Trainers	Verifiers	Assessors
1. Prepare and conduct training activities according to the training materials designed by the VTC in consultation with employers	✓		
2. Plan and prepare for the verification/assessment process		✓	✓
3. Collect trainee's submissions for verification/assessment		✓	✓
4. Provide feedback to trainees on their performance	✓	✓	✓
5. Confirm trainee's submissions on specified tasks and pass the verifications to assessors		✓	
6. Make judgement on the trainee's competencies based on submissions/verifications			✓
7. Submit assessment results to VTC's web-based assessment system			✓
8. Complete the training/verification/assessment within the set deadline	✓	✓	✓