

Instructor Verification of Competence

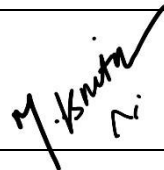
	Comments
Preparation: - Was the instructor well prepared? - Timekeeping - Were course materials readily available? - Was the course introduction delivered effectively?	Ismail ensured the classroom was ready and that there was sufficient seats for learners. He checked that the screen / sound was working and all learners could hear the session clearly. Ismail had the course materials with him for the start of the session and welcomed learners and provided an introduction of himself, the facility and provided a good introduction. The introduction, included registration, housekeeping and safety whilst in the training centre and was delivered effectively.
Product knowledge: - Was the instructor well-rehearsed in the relevant information? - Were all outcomes and associated criteria delivered in an engaging manner? - Were questions from learners answered effectively?	Ismail is an experienced instructor and demonstrated a good level of knowledge of the topics within the Safe Driving product and was easily able to refer to requirements, rules and general expectations that learners should expect. Ismail shared personal knowledge and experience's having delivered driving based courses for a number, including with Dubai Road Transport Authority. The session was well structured with good interaction throughout with the learners, asking questions and looking to gain the learners thoughts and perspective of some of the case studies in the viewgraphs.
Course delivery: - Did the instructor speak clearly and concisely? - Was the course delivered within the remit of the timetable? - Were props/visual aids/equipment used effectively?	The session was delivered in English throughout and Ismail presented himself well and was able to communicate the required knowledge to the learners speaking clearly throughout ensuring that learners had a full understanding. Ismail used questioning to confirm knowledge and understanding both during the theory and practical session. The viewgraphs used contained a mixture of video and also animations, however he also used the whiteboard in the classroom as well to underpin and re-enforce learning points. The course was delivered within the required course programme timings, and all elements were covered in detail.
Assessment (If applicable): - Was assessment carried out effectively/in line with OPITO Product specification? - Was each learner given the opportunity to meet all required outcomes? - Was adequate feedback provided to learners to address any gaps in knowledge?	As this was a mock course, the learners did not complete the written assessment at the end of the course Ismail explained that under normal circumstances he would prior to the assessment taking place explain the assessment process, timing and that the assessment would be open book and that the learners should refer to notes taken during the session.

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Did the Instructor use effective assessment techniques?	A discussion was held with Ismail around learners who incorrectly answered questions and he indicated that in these instances a note would be made on the assessment and relevant question to note the verbal response was provided. This approach demonstrated that Ismail was aware of different assessment techniques, and also allowed for learners to provide verbal response were they may have not interpreted the question correctly.
General comments/observation: - Any general observations - Did any issues arise during the course? - Areas excelled - Areas requiring improvement - Does the Instructor require further observation/development?	Throughout the course Ismail was engaging and had a good rapport with the learners. He was able to demonstrate his knowledge and experience in Safe Driving which was appreciated by the learners. Ismail is engaging and happy to share his knowledge and experiences and wants the learners to learn from these and also learn and develop themselves which was clear throughout.

Course Title	Assessor Name
<i>Safe Driving At Work Training And Competence Assessment</i>	<i>Gireesh Suresh</i>

Competent	Not Yet Competent
✓	

Assessor		Instructor	Internal Verifier
Name:	Gireesh Suresh	Muhammad Ismail	Sajitha Sabir
Signature:			
Date:	17/012/2025	17/012/2025	17.12.2025

