# A close up of a logo Description automatically generated

**ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE**

**Self-Assessment Form**

**Badge Title:**

**WORKPLACE LEARNING DELIVERY**

|  |  |
| --- | --- |
| **SALUTATION**\*\*  *\*\* Delete accordingly* | Mr / Miss / Mdm / Ms / Dr / Prof |
| **FULL NAME** *(as per NRIC)\**  *\*Underline Surname* |  |

**IMPORTANT**: Before you submit this Self-Assessment Form, please save this Word document and rename using the following naming convention:

For Stage 1 Advisory Chat:

OSSC\_Skills\_Badge\_**ACLP05**\_Self Assessment\_YOUR FULL NAME\_v1.2\_draft.doc

For Stage 2 Assessment Interview:

OSSC\_Skills\_Badge\_**ACLP05**\_Self Assessment\_YOUR FULL NAME\_v1.2\_FINAL.doc

**To proceed to Stage 2 Assessment Interview…**

1. Collate all relevant evidence/artefact pertaining to your finalised Self-Assessment Form in a single folder and name the folder according to the Badge Title as stated above.
2. If applying for more than one skills badge, submission should be done in separate folders according to the badge titles.

*To be completed by Advisor:*

|  |  |  |
| --- | --- | --- |
| **NAME OF ADVISOR** |  | |
| **ADVISORY CHAT SESSION** | **Date**: *(dd/mm/yyyy)* | |
| **Proceed to Skills Assessment?** | **Yes** | **No** |

*I confirm I have completed Stage 1 of the OSSC Skills Badging Application: Skills Advisory for BASIC Package (1 hr).*

*I confirm I have completed Stage 1 of the OSSC Skills Badging Application: Skills Advisory for EXTENDED Package (2 hr).*

| **DELIVERY & EXECUTION: WORKPLACE LEARNING FACILITATION** | | | |
| --- | --- | --- | --- |
| **(A)**  **Competency Statement**  *Read carefully to ensure you meet ALL requirements* | **(B)**  **Product Evidence**  *Check the boxes to confirm that you currently have the required evidence listed here* | **(C)**  **Applicant’s Note of Explanation**  *Note the given pointers to guide you in the preparation for the Skills Advisory and Assessment Interview sessions. Explain with brief notes to explain how the Product Evidence you intend to submit fulfils the requirements of columns (A) and (B).* | **(D)**  **Assessor’s comments**  ***(For IAL use only)*** |
| 1. Develop workplacelearning interventions, taking into account organisation’s intended objectives, business performance goals, learning and learner profile needs | A structured Workplace Learning Plan that demonstrated how you helped build the competencies required for worker checklist, work tasks, corresponding flow and performance standards.  *(You may supplement with any /some of the following: OJT blueprints, training slides, training aids, coaching plan, orientation and induction programs, job shadowing plan, buddy system records, etc.)*  Presentation /records of completion of Workplace Learning Programme and/or records of job skills assessment and /or evaluation of effectiveness of Workplace Learning interventions | * Prepare at interview, to give a quick run through of the process used to design the Workplace Programme and the Lesson Plan, to:   + Demonstrate how you helped build the competencies required for worker performance.   + Relate to artefacts such as the checklist, work tasks & corresponding flow and performance standards, if these are available.   *Applicant’s Notes:*   |  | | --- | |  | | *For Assessor’s comments* |
| 1. Identify and address potential pitfalls, obstacles or challenges to implementation of workplace learning | Workplace Learning implementation plan which *may*  Include OJT blueprints, training slides, training aids, coaching plan, orientation and induction programs, job shadowing plan, buddy system records, performance review plan etc. | * Be ready at the interview, to illustrate: * With example(s) on potential pitfalls, obstacles or challenges in Workplace Learning that were anticipated and * What interventions were then planned to overcome the implementation of Workplace Learning?   *Applicant’s Notes:*   |  | | --- | |  | | *For Assessor’s comments* |
| 1. Manage stakeholder needs and expectations upon implementation of workplace learning solutions, providing timely support where necessary (e.g. supervisory coaching) | Screenshots, videos or photos, and/or documents to illustrate how timelysupport had been provided to manage the stakeholder needs and expectations upon implementation of Workplace Learning solutions (if available) | * Be ready to explain in the interview, how stakeholder needs and expectations could be/were managed with the provision of timely support upon implementation of Workplace Learning solutions.   *Applicant’s Notes:*   |  | | --- | |  | | *For Assessor’s comments* |
| 1. Assess workplace learning delivery against performance metrics 2. Develop follow-up workplace learning plans to sustain performance improvement and learning retention | Learning evaluation analysis/ progress report that indicated effectiveness of Workplace Learning delivery outcomes  Follow-up Workplace Learning plans or documentation of communication to sustain performance improvement and learning retention | * Be ready in the interview, to point out: * How Workplace Learning evaluation analysis/ progress report findings were interpreted to conclude whether workplace learning delivery had been effective against performance metrics * Follow-up plans on the Workplace Learning to sustain performance improvement and learning retention or how follow-up had been done in subsequent programmes.   *Applicant’s Notes:*   |  | | --- | |  | | *For Assessor’s comments* |