

**FACILITATOR'S  
REPORT  
FILE**

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# PRE / POST COURSE EVALUATION

# COURSE EVALUATION

# LEARNER APPLICATION FORMS

**ATTENDANCE  
REGISTRY  
EACH DAY**

# FACILITATOR'S EVALUATION

**ASSESSOR  
ASSESSMENT  
CHECKLIST**

**PLAN AND PREPARE  
FOR  
ASSESSMENT**

**PREPARE CANDIDATE  
FOR  
ASSESSMENT**

**EVIDENCE COLLECTED  
AND  
JUDGE EVIDENCE**

# FEEDBACK TO LEARNER

# REVIEW ASSESSMENTS