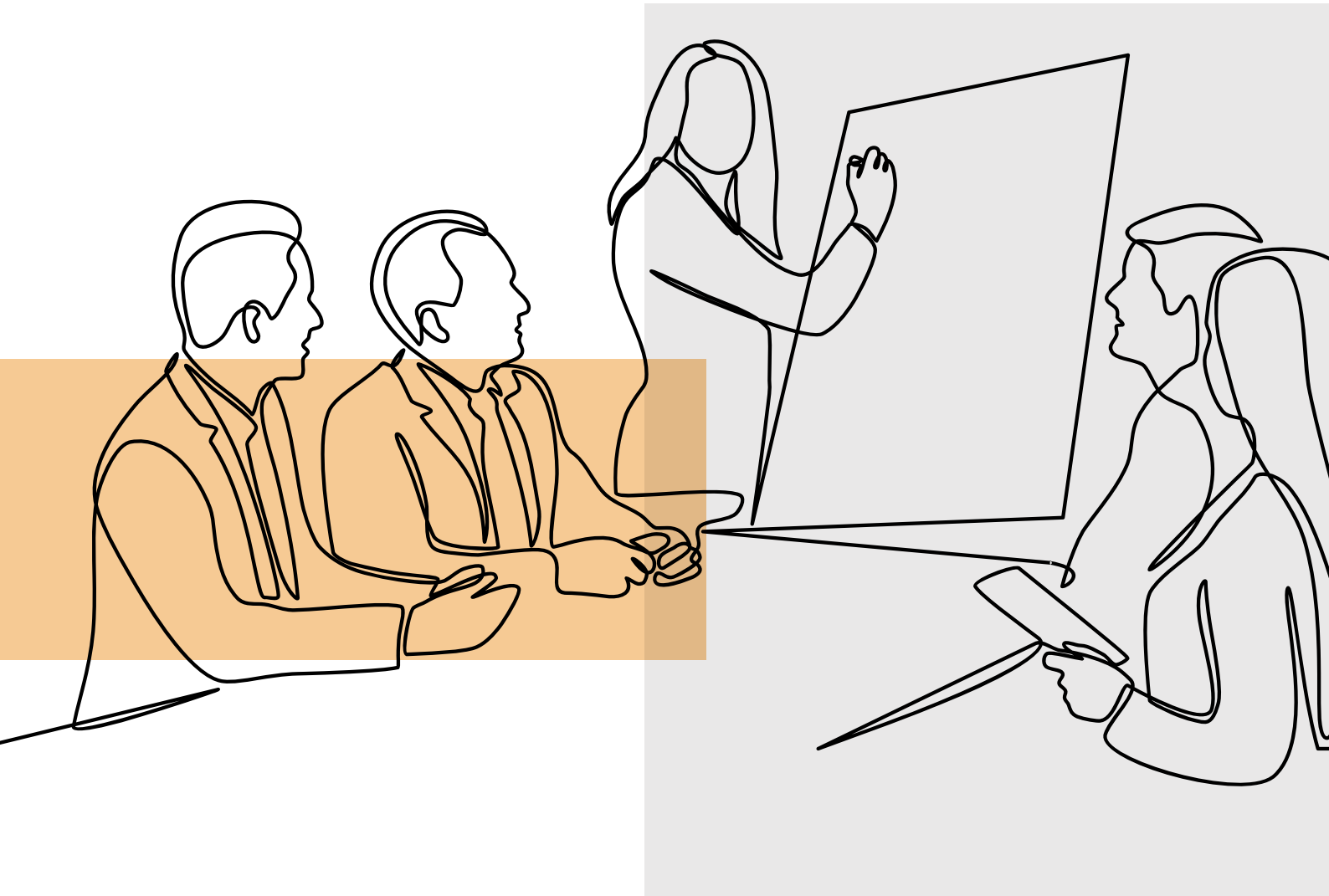


TPMA GUIDELINES



COMPONENTS/CRITERIA FOR CLASSROOM
TRAINING ASSESSMENT



WHAT IS TPMA?

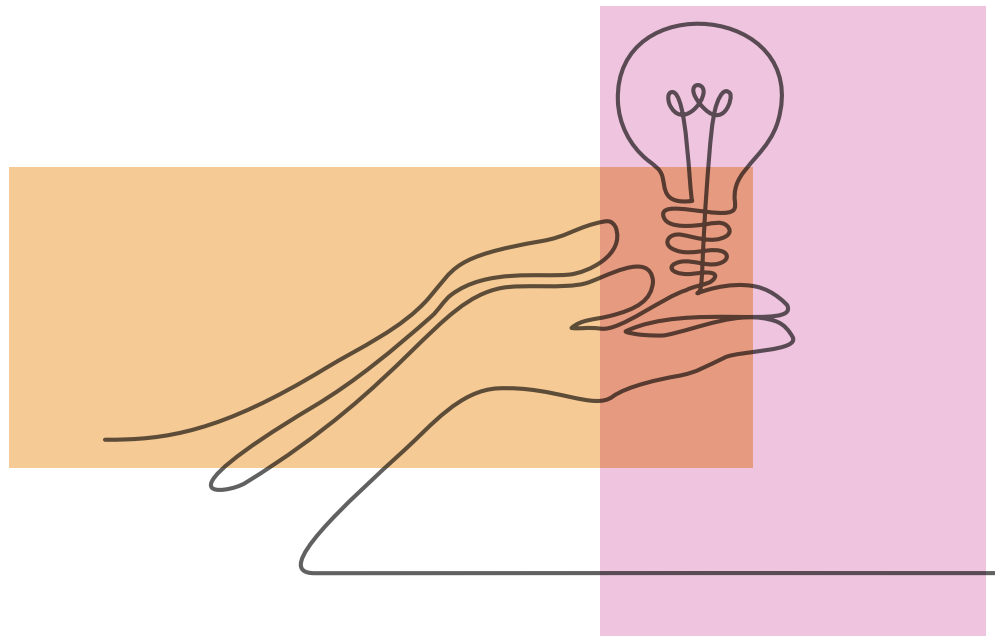
TPMA stands for *Trainer Performance Monitoring & Assessment* and is the LPI's globally-recognised certification and framework designed to maximise the efficacy of classroom training.

Delivered through the LPI's Learning Academy, TPMA ensures that the quality of classroom training is maintained to the highest standards. It helps course delegates acquire a sound learning experience, highly relevant to their respective workplaces, and it helps trainers become more confident in their abilities to train.

But more than this, TPMA is an ethos. It is a statement of intent that best-practice standards should be evident in all training sessions regardless of their subject matter. It is to maintain a duty of care by ensuring that the transfer of skills, knowledge, and understanding is always interactive and engaging. It is to promote best practice that benefits the organisation, its clients, trainers, and most importantly, its learners. Above all, TPMA is there to improve performance in the workplace.

We see it as our goal to continuously monitor, evaluate and improve not just the TPMA service, but the performance of TPMA Certified Trainers whose responsibility it is to maintain and promote the TPMA standards they attained at the time of their certification.

TPMA is a completely supportive and constructive framework. Observations, monitoring events and renewals of certificates are conducted with a **strong** emphasis on support, not criticism. When you become a TPMA Certified Trainer, you align with the LPI's deeply-held values to improve the standards of classroom facilitation and delivery.



TPMA TRAINER CERTIFICATION

WHAT DOES IT COVER?

The TPMA Trainer Certification is awarded to those who first complete and pass an assessment. The Assessor examines a sample from a classroom training course of the candidate's choosing. During the entirety of the event the candidate should display warmth, compassion, understanding, professionalism and an awareness of the participants.

The sample provided should include one complete lesson (learning cycle) of approximately 45-60 minutes maximum from the selected course, and contain, as a minimum, the following components:

INTRODUCTION TO THE LESSON

- ✓ Introduce Trainer (candidate)
- ✓ Introduce the lesson with a visible title
- ✓ Arouse curiosity in the topic
- ✓ Explain how this topic fits into the overall course (and with prior experience of the learner)
- ✓ Describe the SMART lesson objective(s) – the destination
- ✓ Outline the structure of the lesson – the roadmap
- ✓ Propose or solicit from learners the benefits of learning this lesson topic – WIIFM

THE LESSON

- ✓ Present the content of the lesson in an interactive manner and use appropriate questioning techniques for the group.
- ✓ Ensure there is at least one activity to monitor the progress of the learner in acquiring the key concepts or skills of the lesson and provide feedback as required.
- ✓ Ensure there is at least one activity to measure or confirm that the learner has acquired the key concepts or skills of the lesson and provide feedback as required.



CONCLUSION TO THE LESSON

- ✓ Revisit lesson objectives and confirm with learners that they have been met.
- ✓ Check that learners' expectations of the lesson have been met.
- ✓ Confirm lesson benefits to ensure each learner leaves realizing the benefit gained.
- ✓ Look forward to the future and provide an opportunity for each learner to determine, following this course, how they may apply the learning to the workplace or their personal lives, and maybe realize further benefits.
- ✓ Offer suitable post-lesson support.

In addition:

In addition, the candidate must provide evidence (this could form part of the assessment recording if it was the first lesson shared) about the introduction of the overall course of which the lesson is a part. For example, what was done to:

- ✓ Give an opportunity for each learner to introduce themselves to the group and voice their expectations (or expected benefits) of the training?
- ✓ 'Break the ice' among participants?
- ✓ Set ground rules?
- ✓ Explain the proposed course schedule?
- ✓ Run through any housekeeping items?

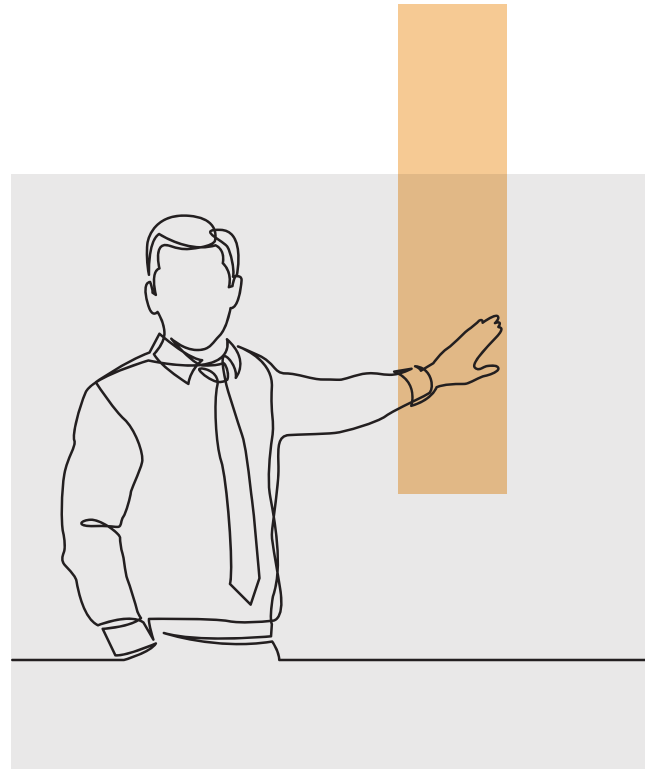
Note – the Assessor may make contact if additional clarification is needed.



SUPPORTING MATERIALS

The candidate should also provide the Assessor with the following items as additional evidence of compliance to requirements in case of doubt:

- ✓ A copy of the slides that were used during the training and any handouts shared with participants.
- ✓ A copy of the session plan/session outline.
- ✓ Any other information (e.g., pictures of flipcharts, list of participants' names) that may be helpful in providing a full picture of the training.



GUIDELINES FOR RECORDING TRAINING

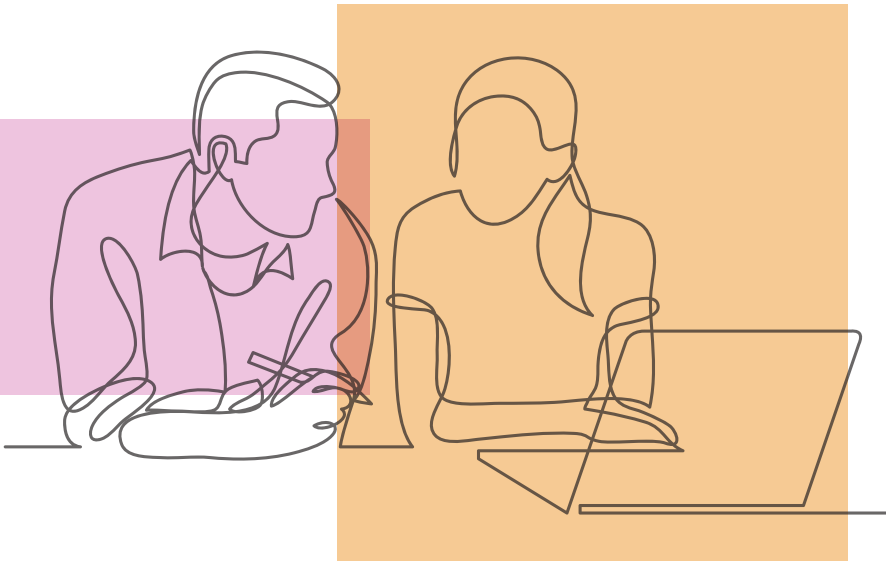
The camera operator should:

- ✓ Pan the course participants frequently to permit observation of their level of engagement. Do not focus the camera solely on the actions of the trainer candidate.
- ✓ Pan, from time to time, the visuals (slides, flip charts, other) used or created by the trainer candidate.
- ✓ Ensure that the audio of the trainer candidate is loud enough and clear.

Instructions for translator (if required):

- ✓ It is expected that the TPMA assessment submission is in English. If this is not possible and translation is required, translation of the trainer candidate's verbal delivery as well as interchanges among participants and the trainer candidate should be as exact as possible. It should be provided as subtitles or included as a video voiceover, either done during recording or post-production.

CERTIFICATION PROCESS



On receipt of the assessment recording and supporting materials, the Assessor will verify that the video/audio recording quality is acceptable and provide the candidate with a latest date the results will be shared.

It is possible during this time the Assessor may arrange an online meeting to discuss the submission further or, may reach out for further clarification.

The Assessor will share the result of the assessment with the candidate within 30 calendar days from receipt of a verified recording and supplementary materials.

If the result is successful, the LPI Academy will process the candidate's TPMA Trainer Certification and Digital Badge. If the result is unsuccessful, the candidate will be advised and asked to resubmit – a charge is incurred for a resubmit.

The TPMA Trainer Certificate is valid for a 3-year period after which re-certification is required.

