

MODULE 6 – TRAINING REQUIREMENTS

Learning Objectives

- Explain Greenville Technical College training standards and expectations
- Prepare required paperwork for course credit

Greenville Technical College (GTC) Training Standards and Expectations

Prior to teaching your first course, please take the time to familiarize yourself with all paperwork that is include in the course folder. Training must be provided in an environment conducive to learning with adequate lighting and seating for each student. Each participant must receive a Student Manual for use during the training. The instructor must have adequate presentation audio-visual aids for delivery of the PowerPoint presentations. Adequate hands-on equipment must be provided during the Skill Assessment Exercises. The following training aids and course documentation will be required for each course delivery:

GTC Environmental and Safety Training Course Checklist

This check sheet will be stapled to your course folder when it is prepared. Use this sheet to verify that all course material is available when planning for your course and that all required documentation is collected upon completion of the training.

Instructor Verification Sheet

This form must be filled out during the course of instruction.

It is best to fill it out as you go along in order to capture important information. Greenville Technical College staff uses this form as quality control to document any issues with the course delivery including preparation materials sent to you prior to your course. Be sure to notate any issues with the course presentation or documentation issues on the Instructor Verification Sheet.

- Complete the top portion of this form including both your arrival time and start time.
- Describe any issues with paperwork, participants or work space. These comments further assist administration in providing a high-quality teaching environment.
- Once you have completed the form, sign at the bottom and include in with your course documentation.

INSTRUCTOR VERIFICATION SHEET

COURSE INFORMATION:
Instructor Name: _____
Course Title: _____
Course Date(s): _____
Course Number: _____

	Day 1	Day 2	Day 3	Day 4	Day 5
Time Arrived:					
Time Started:					
Time Finished:					

YES **NO** **N/A**

Were sufficient teaching aids available and did everything function correctly?
 Was sufficient hands-on material/equipment available, and did equipment function correctly?
 Were all necessary forms and documents available for the course?
 Did all students successfully complete the course?
 Was the class taught according to schedule?
 Was support staff informed about any issues with students, clients, auditors, instructors, or other personnel?

If the answer to any of the above questions is "NO", explain why in the space below (use additional space on back of sheet if necessary):

I hereby certify that this course has been taught in accordance with Greenville Technical College's curriculum, standards and any applicable regulatory standards.

Name Tents (optional)

Give each student a Name Tent and pass ask them to write their name on the tent with markers provided by the instructor. This will help you to get to know the students through out the course of the training and allow you to call on them by name during class activities. Name tents are folded in half on the long side of the paper. Encourage participants to use dark marker to help with visibility.

Class Roster

The instructor must provide a list of the students who completed the training. This should be typed or printed legibly. The instructor is responsible for verifying the identity of each participant and ensuring the student name, birthdate, email (if available) and phone number are legible on the class roster.

Student Training Attendance Confirmation

Instead of passing around a roster for all students to sign, it is preferred that each student fill out a Training Attendance Confirmation form. For accurate documentation in the Greenville Technical College student database, the following information should be provided by each student:

- Full name
- Address
- Last 4 of SSN
- Date of Birth
- Email (if available)
- Company Name/Address (if applicable)

Participants can indicate whether or not they would like to receive emails from Greenville Technical College about related courses by checking the appropriate box if they wish to be excluded from email communication.

Each participant must sign and date their form.

The instructor should collect all Training Attendance Confirmation forms at the beginning of the class. If the course is being held through Greenville Technical College and students have pre-registered, completed forms will be included in your course folder. You should still have the students review the form, make any changes needed, and sign the form.

Training Course Evaluation

Once training is complete and before you administer the test. Allow students the opportunity to evaluate the course. This includes:

- Classroom environment
- Course material
- Trainer proficiency

Ask the students to place the evaluations in the envelope provided in your course folder and explain that the last student to turn in their evaluation should seal the folder. Explain to the students that the sealed envelope is turned to college staff and ask them to be honest in their evaluation of the course and your instruction. Ensure that the students understand you will not view their feedback and it will be directly submitted to the program manager.

TRAINING ATTENDANCE CONFIRMATION
EDUC - Greenville Technical College

The following information is used to confirm attendance, ensure correct registration information, and where appropriate correct certificate information. Information is only used internally by Greenville Technical College.

Course _____ Date _____

Print Name Clearly _____
(as you would like it to appear on a certificate)

Gender (circle one) F M

Last 4 of SSN _____

Date of Birth _____


e-Mail _____ Phone Number _____

Company _____

Complete Mailing Address _____

Company or Home Address? Please check one. Company Home

Signature of Attendee _____



**Greenville
Technical College**
Renewing Independence
and Inspiring Hope

www.gvtechnical.edu
864-250-8800

Rev 02/2019

Greenville Technical College
TRAINING COURSE EVALUATION

Name of Course: _____

Date(s): _____ Location of Course: _____

Greenville Technical College would like to thank you for attending our training program. Please take a few minutes to share your thoughts about the class you completed. We value your input!

What did you like best about the class/instructor? _____

Recommendations for improvement _____

What additional courses are you interested in taking? _____

How did you hear about this course? _____

PLEASE RATE THE FOLLOWING:

Training Program Content	Agree	Disagree
Program objectives were realistic	5 4 3 2 1	5 4 3 2 1
Content was suitable for my background/experience	5 4 3 2 1	5 4 3 2 1
Program was well paced within allotted time	5 4 3 2 1	5 4 3 2 1
Participants were encouraged to take an active part	5 4 3 2 1	5 4 3 2 1
Audio-visual materials were effective	5 4 3 2 1	5 4 3 2 1
Hands-on sessions were effective (if applicable)	5 4 3 2 1	5 4 3 2 1
Training Administration	Excellent	Poor
Conduct of instructor facility	5 4 3 2 1	5 4 3 2 1
Registration and support staff performance	5 4 3 2 1	5 4 3 2 1
Instructor Effectiveness (please write in names)	Excellent	Poor
Instructor Name: _____	5 4 3 2 1	5 4 3 2 1
Instructor Name: _____	5 4 3 2 1	5 4 3 2 1
Instructor Name: _____	5 4 3 2 1	5 4 3 2 1
Instructor Name: _____	5 4 3 2 1	5 4 3 2 1

Thank you for your evaluation! Please sign below if you will allow us to use your comments in future Greenville Technical College training department publications.

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Examination Answer Sheets

The course test must be answered on a course answer sheet. The bubble sheet helps to streamline the test correction process. All student must answer exam question on this sheet. Tell the students that they should not write on the test. **If you want to bring any test issues to the attention of the college staff, n “INSTRUCTOR NOTES ADDED” on the front page**

Once all test have been corrected and graded, ma course folder. College staff will tally all incorrect ; feedback on you teaching effectiveness. SPCCIA been provided with your course folder, you must course certificates and withhold certificates for ar who did not successfully complete the course.

Hands-On Skills Assessment

An instructor must complete a Hands-On Skills As for each participant. As the student completes th assessment, the instructor should initial the form indicating successful completion. When all of the assessments are completed, the instructor who is for collecting the course documentation must sig bottom of the form. An instructor student ratio o instructor for every 10 students) is recommended for the skills assessment.

Wrap-Up

Check to make sure the following forms are included in your course folder before returning the documentation to GTC:

1. Instructor Verification Sheet
2. Class Roster
3. Student Training Attendance Confirmation (1 per student/signed)
4. Training Course Evaluations (1 per student/in sealed envelope provided in folder)
5. Examination Answer Sheets (1 per student)
6. Hands-On Skills Assessments (1 per student/ initialed and signed by instructor(s))

Off Campus Classes

For course held at remote locations, please return completed course folder within five business days to:
Grant Program Manager Nikeema Swaby
Mail Stop 1121, PO Box 5616
Greenville SC 29606.

Certificates will be mailed back to organization within five working days.

Greenville Technical College EXAMINATION ANSWER SHEET				
Printed Name: _____		Signature: _____		
Course Name: _____		Date: _____		
Please do not mark on the test. You may ask your instructor for additional paper if needed. Completely fill in the box under the letter which represents the BEST answer for each question.				
Example: A B C D ■ □ □ □				

A B C D 1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 11. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 21. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 31. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 41. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 12. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 22. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 32. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 42. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 13. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 23. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 33. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 43. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 4. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 14. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 24. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 34. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 44. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 5. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 15. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 25. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 35. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 45. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 6. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 16. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 26. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 36. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 46. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 7. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 17. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 27. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 37. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 47. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 8. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 18. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 28. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 38. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 48. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 9. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 19. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 29. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 39. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 49. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A B C D 10. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 20. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 30. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 40. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A B C D 50. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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