

CORE TRAINING FOR INSTRUCTORS PROGRAMME THE ROLE OF THE MODERATOR

INTRODUCTION

To ensure standardisation of this training course, trainers will occasionally be selected to be moderated. The Moderator selected by the Convenor of the Education & Training Committee (E&T) will receive all relevant documents and video as submitted by the Trainer. (Syllabus Section F)

THE ROLE OF THE MODERATOR

The Moderator will:

- review the lesson plan along with the video of the Trainee's teaching **without** reading the Trainer Feedback Form (TFF) which is an element of the submission.
- then complete their own Moderator Report Form (MRF), including written feedback.

Only after completing their Report Form, the Moderator will:

- compare their MRF with the CTI Trainer's TFF.
- consider the number of discrepancies between the ticked boxes in the two TFFs.
- consider whether there is a significant variance of opinion as to the Trainee's proficiency with regard to the tick boxes.
- review the written feedback on both MRF and TFF, again looking for any significant variations. The feedback written by the CTI Trainer should reflect the language of the Core Skills and the style explained in the Notes on Giving Feedback document.

If the Moderator is satisfied that there is generally agreement between the Moderator's Report Form and the CTI Trainer's evaluation of the Trainee's teaching, and the wording of the written feedback, the Moderator:

- makes a note to that effect in the Comment section of the MRF
- signs the MRF
- returns the MRF to the RSCDS Office.

If the Moderator does not feel that the CTI Trainer's evaluation is accurate, the Moderator will:

- state clearly on the MRF where there is disagreement
- send all documentation and video to the Convenor of E&T for review

The review initiated by the Convenor of E&T could include:

- review by a second Moderator
- discussion with the Trainer
- a recommendation for the Trainer to undertake further training.