

City & Guilds

Specimen paper

Paper number 1104-001	Examination International Certificate in Training Skills	
Series Specimen paper	Paper Training skills theory	Time allowed 3 hours
You should have the following for this examination one answer book		

All questions carry equal marks. The maximum marks for each section within a question are shown.

Answer **ALL TEN** questions.

- 1 List FIVE reasons why it is important to write clear aims and objectives for a coaching session. (10 marks)
- 2 a) Describe how EACH of the following could be used to evaluate coaching or instruction sessions.
 - i) Written feedback from learners. (5 marks)
 - ii) Oral feedback from other trainers or work colleagues. (5 marks)b) State FIVE aspects of coaching and instruction that should be evaluated. (5 marks)
- 3 a) Describe how EACH of the following learning aids could be used in instruction or coaching.
 - i) An overhead projector. (6 marks)
 - ii) Course handouts, for example diagrams or information sheets. (4 marks)b) State how EACH of the aids in a) could improve learning. (4 marks)
- 4 State FIVE reasons why it is important to establish a positive learning environment. (10 marks)
- 5 a) State why it is important that learners should participate in instruction and coaching sessions. (5 marks)
- b) Describe FIVE ways in which participation by learners can be achieved. (5 marks)
- 6 State TWO reasons why EACH of the following is important when giving instruction to groups.
 - a) Information is presented in a logical sequence. (4 marks)
 - b) Distractions and interruptions are minimised. (3 marks)
 - c) Learners' understanding is checked. (3 marks)
- 7 Describe how EACH of the following is important when delivering a coaching session.
 - a) Basing coaching on identified and agreed learning needs. (4 marks)
 - b) Observing learners' practical skills. (3 marks)
 - c) Giving feedback to learners on progress made. (3 marks)
- 8 a) Explain EACH of the following terms.
 - i) Internal barriers to learning. (4 marks)
 - ii) External barriers to learning. (6 marks)b) For EACH of the barriers in a), give THREE examples. (6 marks)

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- 9 For EACH of the following, state THREE reasons why EACH is important in assessment practice.
- a) Learners should provide evidence that is valid. (4 marks)
 - b) Learners are encouraged to feel relaxed and at ease when being assessed. (3 marks)
 - c) Assuring that specific assessment methods conform to any specific instructions. (3 marks)
- 10 State FIVE reasons why it is important to have a personal action plan for self improvement. (10 marks)

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Sample questions

Paper number	Examination	Date as advised
1104-01-001	International Certificate in Training Skills	
Series	Paper	
	Training Skills Theory	2 hours

You should have the following for this examination
one answer book

The maximum mark for each section within a question is shown.

Use large, clearly labelled diagrams or sketches wherever these will help your answers.

The above instructions appear on the actual examination paper.
This paper only provides some specimen questions to give an example of the actual paper.
The actual paper contains 10 questions.

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Specimen paper

Paper number 1104-011	Examination International Diploma in Teaching and Training	
Series Specimen paper	Paper Training skills theory	Time allowed 3 hours
You should have the following for this examination one answer book		

All questions carry equal marks. The maximum marks for each section within a question are shown.

Answer ALL TEN questions.

- 1 List TEN ways to help an individual feel at ease during an interview to establish training needs. (10 marks)
- 2 Describe FIVE resources that need to be considered when deciding whether a learning or training opportunity is suitable for a learner. (10 marks)
- 3 a) Describe the circumstances when EACH of the following teaching and training methods may be used.
 - i) Individual tutorial.
 - ii) Group exercises.
 b) For EACH method in a), state THREE advantages and ONE disadvantage. (4 marks)
(6 marks)
- 4 a) Describe when EACH of the following learning aids may be used.
 - i) White or blackboard.
 - ii) A video camera.
 b) For EACH of the learning aids in a), state FIVE ways in which learning may be helped. (5 marks)
(5 marks)
- 5 State TEN ways of establishing a positive learning environment. (10 marks)
- 6 State FIVE factors which should be checked when selecting a location for an instruction session with learners. (10 marks)
- 7 Give FIVE reasons why it is important to brief group members about the rules and the ways in which they are expected to behave when working together as a group. (10 marks)
- 8 Describe what is meant by EACH of the following terms and why EACH is important in the assessment process.
 - a) Formative assessment. (5 marks)
 - b) Reliability of assessment. (5 marks)
- 9 Describe FIVE ways in which a review of progress with a learner could be disrupted. (10 marks)
- 10 State FIVE sources that a trainer could use to gain information about his or her own performance. (10 marks)

1104-01-001 Training Skills Theory - Certificate

- Q1** List FIVE key considerations which must be taken into account when planning a training or coaching session. **10 Marks**
- Q2** For EACH of the following state TWO reasons why they are important when giving instruction to groups:
- a** Introducing the aims and objectives before beginning presentations. **4 Marks**
 - b** Providing supplementary information if required. **2 Marks**
 - c** Using written worksheets. **2 Marks**
 - d** At the conclusion highlighting the main points made during the instruction. **2 Marks**
- Q3** Describe FIVE factors which could hold back learning during a training session. **10 Marks**

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Sample questions

Paper number	Examination	Date as advised
1104-02-001	International Diploma in Teaching and Training	
Series	Paper	
	Teaching and Training Theory	3 hours

You should have the following for this examination
one answer book

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1104-02-001 Teaching and Training Theory - Diploma

- Q1 a Describe briefly **FOUR** circumstances when the following learning aid would be used written training worksheet. **4 Marks**
- b Describe briefly **THREE** reasons why using an overhead projector assists learning. **3 Marks**
- c List **THREE** different methods a tutor would use to reinforce a candidate's learning. **3 Marks**
- Q2 State **TEN** ways of establishing a positive learning environment. **10 Marks**
- Q3 Describe what is meant by **EACH** of the following terms and why **EACH** is important in the assessment process:
- a **Summative assessment.** **5 Marks**
- b **Validity of assessment.** **5 Marks**