

Suggested training timeline to deliver the Construction Induction course



With your new Easy Guides Construction Induction Start Up Pack, you now have more than enough tools to run a successful course.

As many trainers have to deliver this course within 6 hours (including correcting the assessment test paper), the following training timeline may help you manage your time:

Suggested course delivery timeline (Based on 6 hours)	Extension activities (Based on 6+ hours being available)
(.5 hour) Introduction: Complete course paperwork. Introduce course using Pages 6-7 of Learner Workbook.	Do activities as per left-hand column. Resources are available on the Trainer's Resource CD for extension activities such as:
(1.0 hour) PowerPoint: Present to whole group. Use Element 1, 2, 3, and 4 information sections to give an overview to the group.	<input type="checkbox"/> Use real or simulated scenarios to apply OH&S forms such as: <ul style="list-style-type: none"> - Risk Assessment Form - Safe Work Method Statement (SWMS) - Job Safety Analysis form (JSA) - Site Induction Checklist - Accident Report Form
(1.5 hours) Learner Workbook: In pairs, ask learners to do Review Questions for Element 1. Check and discuss answers with whole learning group. Repeat for Elements 2, 3 & 4.	<input type="checkbox"/> Read and discuss an example of a Material Safety Data Sheets (MSDS). Use a MSDS on the Trainer's Resource CD or one from your workplace to answer a number of questions such as first aid measures that would need to be used if exposed to the chemical.
(.5 hour) BREAK	<input type="checkbox"/> Assessment Instrument: Use the 'written answers' assessment instrument (not 'multiple choice' version). This gives learners an opportunity to use information from their own experiences and knowledge.
(1 hour) PowerPoint Quiz: Group exercise. See if students can answer each question before showing them.	<input type="checkbox"/> Complete course paperwork to issue card: Complete marking assessments and collect course feedback form.
(1.0 hours) Assessment Instrument: Use Multiple Choice version. Use overhead transparency sheets with answers marked to correct each learner's assessment.	
(.5 hour) Complete course paperwork to issue card: Complete marking assessments and collect course feedback form.	