

# TRAINER'S TRACK RECORD



## Tom Lau Teck Thong

### AREA OF SPECIALIZATION :

#### 2 Dimensional Drawing and Painting

Oil Painting, English/Chinese Calligraphy, Chinese Brushed, Murul Painting, Chalk Pastel, Charcoal Drawing, Still Life Drawing, Oil Pastel Colouring, Watercolour Painting, Acrylic Painting, Mug Painting, Mix Media Painting, Batik Painting, Printmaking, Stained Glass Painting, Silkscreen Printing, Finger Painting,

#### 2 Dimensional Relief to 3 Dimensional Sculpting

Air Dry Clay, Telequota Clay, Recycle Sculpture, Mix Media Sculpture, Ceramic, Paper Clay and Jumping Clay, Contemporary Paper Cutting, Paper Quilling, Paper Mache, Metal Tooling, Mosaic, Wire Sculpting, Props Making, Fashion Tie and Dye, Photography, 2/ 3 points perspective Design, Stop Motion, Videography, Fashion Design, Cosplay Design, Mosaic Tile, Mask Making, Puppet Making, Manga Art, Story Board Making, Journalism, Chinese Cultural and Art/craft, Lantern Making, Kite Making, Stone Carving, Fan Drawing, Embroidery Making, Seal Printing, Drama and Theater Work, Doodle Art, Cartoon Drawing, Rangoli, Mandala India Art, Build Formula One, Roller Coaster, Chinese Paper Cutting, Bean Art etc.

### OTHER KEY CERTIFICATIONS :

NAC, P.A. AND AMIS ENDORSED  
WSQ approved trainer (ACTA Certified)  
ICDL approved trainer

### VALIDITY OF MOE REGISTRATION :

20<sup>th</sup> May 2026

# TRAINER'S TRACK RECORD

## PROGRAMME TRACK RECORD

### Preschool/Primary/Secondary/JC Schools/Corporate Events

| SCHOOL NAME                               | NAME OF PROGAM   | YEAR      |
|---|--|-----------|
| ACS Baker / Secondary School              | Paper Cutting, Journalism, Chinese Brushed, Manga Art, Photography, Journalism                                     | 2010-2024 |
| Ahmad Ibrahim Primary School              | Batik, Water color, Chinese Brushed, Metal Tooling, Wire Art   | 2010-2024 |
| Ai Tong School                            | Clay, Chinese Brush, Western Art, Metal Tooling, Wire Art  | 2010-2024 |
| Anderson Secondary School                 | Clay Modeling, Manga, Mosiac Art, Watercolor   | 2010-2024 |
| Bedok Green Secondary School              | Jouralism, Print Making Fashion and You (Recycle, Reuse, Reduce)   | 2010-2024 |
| Bendemeer Primary /Secondary School       | Manga, Mosiac Art, Watercolor, Metal Tooling, Wire Art   | 2010-2024 |
| Bukit Batok East RN                       | Angbao Lantern Making  | 2010-2024 |
| Boon Lay Garden Primary School            | Metal Tooling, Wire Art, Photography, Water Color, Acrylic Painting  | 2010-2024 |
| Boon Lay Secondary School                 | Wire Art, Print Making Fashion and You (Recycle, Reuse, Reduce)  | 2010-2024 |
| Broadrick Secondary School                | Ipad Stopmotion and Filmorago Ipad and DSL, Chinese Calligraphy  | 2010-2021 |
| Bukit Batok Secondary School              | Print Making, Drawing, Manga Art, Water Color, Acrylic Painting  | 2010-2021 |
| Bukit View Primary School                 | Ceramics, Mosaic Art, Batik, Paper Mache, Paper Quilling   | 2010-2021 |
| Bukit Timah Primary School                | Chinese Brushed, Metal Tooling, Wire Art   | 2010-2021 |
| Catholic High CHIJ Kellock School         | Manga Art and Idiom / Zentangle, Paper Mache, Paper Quilling   | 2010-2021 |
| Changi Prison                             | Traditional Art  | 2010-2021 |
| ChongFu Primary School                    | CCA Art Club   | 2010-2021 |
| CHIJ Tao Payoh Primary / Secondary School | Photography, Paper Cutting, Journalism, Chinese Brushed, Manga Art, Photography, Journalism Video, Junior Reporter | 2023-2024 |
| Chung Cheng High School (Main/ Yishun)    | Chinese Paper Cutting, Chinese Brushed, Manga, Mosiac Art, Watercolor  | 2023-2024 |
| Chua Chu Kang Primary/Secondary School    | Stain glass, Oil Painting, Paper Bag Puppet, Water Color, Acrylic Painting   | 2023-2024 |
| Coco Chanel -SEA (Corporate)              | Batik, Mixed Media Sculpture Art   | 2023-2024 |
| Coral Secondary School                    | Western Art & Craft  | 2010-2021 |
| Damai Primary / Secondary School          | Jumping Clay, Chinese Paper Cutting, Chinese Brushed, Manga, Mosiac Art, Watercolor                                | 2010-2021 |
| Da La Sallo School                        | Clay Art, Manga Art, Art & Craft Classes   | 2010-2024 |
| Dunman High School                        | Print Making Fashion and You (Recycle, Reuse, Reduce)  | 2010-2021 |
| Edufarm Singapore island wide             | Art & Craft Classes  | 2023-2024 |
| East Coast Primary School                 | Socks Puppet, Gloves Puppet, Zentangle, Metal Tooling, Wire Art  | 2010-2024 |

# TRAINER'S TRACK RECORD

|   |   |           |
|---|---|-----------|
| East Spring Primary/Secondary School              | Photography, Metal Tooling, Wire Art, Art & Craft Classes   | 2010-2024 |
| East View Secondary School                        | Photography, Batik, Manga Art, Zentangle  | 2010-2024 |
| Evergreen Secondary School                        | Water Color, Acrylic Painting, Photography  | 2010-2024 |
| East Spring Secondary School                      | Tie and Dye Batik, Art & Craft Class  | 2010-2024 |
| Edufarm<br>Singapore Island-wide                  | Art & Craft   | 2010-2024 |
| Fairfield Methodist Primary /<br>Secondary School | Jumping Clay, Paper Clay, Photography, Batik,<br>Mixed Media Sculpture Art  | 2010-2024 |
| Fern Green Primary School                         | Mixed Media Sculpture Art, Bean Art, Poly Shrink<br>Paper Mache, Comics Drawing & Chinese<br>Leadership, Art and Science, Product Design (3D<br>Printing), Print Making, Fashion Design | 2010-2024 |
| Farrer Park Primary School                        | Chinese & Western Painting  | 2010-2024 |
| Fuchun Secondary School                           | Print Making Fashion and You (Recycle, Reuse,<br>Reduce)  | 2010-2024 |
| Greenridge Primary School                         | Chin Chinese & Western Painting ese & Western<br>Painting   | 2010-2024 |
| Global Indian International School                | Water Color, Acrylic Painting, Photography  | 2010-2024 |
| Gong Shan Primary School                          | Candy Wrapper Pouch, Water Color, Acrylic<br>Painting, Photography  | 2010-2024 |
| Henry Park Primary School                         | Candy Bouquet   | 2010-2024 |
| Hongwen School                                    | Chinese & Western Painting  | 2010-2024 |
| Horizon Primary School                            | Photography, Water Color, Acrylic Painting,<br>Photography  | 2010-2021 |
| Huamin Primary School                             | CCA Art Club  | 2023-2024 |
| Hwa Chong International School                    | Chinese & Western Painting/ Calligraphy   | 2010-2021 |
| Hougang Primary School                            | Sculpture Hat, Paper Mache, Paper Quilling<br>Comics Drawing & Chinese, Leadership, Art and<br>Science, Product Design (3D Printing)  | 2010-2021 |
| Hwa Chong International School                    | English, Chinese Calligraphy, Photography,<br>Water Color, Acrylic Painting   | 2010-2024 |
| Jiamin Primary School                             | Metal Tooling, , Photography, Water Color,<br>Acrylic Painting  | 2010-2024 |
| Jun Yuan Primary School                           | Chinese & Western Painting  | 2010-2024 |
| Jurong West Secondary School                      | Cosplay, Art CCA (Tradition Art)  | 2010-2024 |
| Juying Primary School                             | CCA Art Club  | 2010-2024 |
| Joo Chiat CC                                      | Peranakan Art (Public)  | 2010-2024 |
| Junyuan Primary School                            | Batik, Photography, Water Color, Acrylic Painting,<br>Photography   | 2010-2024 |
| Kong Hwa School                                   | Chinese & Western Painting  | 2010-2024 |
| Qihua Primary School                              | Photography Art Club  | 2010-2024 |
| Lakeside Primary School                           | 3D Paper Pulp Sculpture, 3D Paper Pulp Sculpture  | 2021-2023 |
| Marsiling Primary /Secondary<br>School            | Formula One, Roller Coaster, Silkscreen Printing,<br>Zentangle  | 2010-2024 |
| Methodist Girl's School                           | Paper Mache, Paper Quilling, Batik, Mixed Media<br>Sculpture Art  | 2010-2021 |
| Millennia Institute                               | Stop Motion, Water Color, Acrylic Painting,<br>Photography  | 2010-2021 |
| Monfort School                                    | Chinese & Western Painting  | 2010-2021 |
| Meridian Primary School                           | Chinese & Western Painting  | 2023-2024 |
| Nanyang CC  | Batik (Public)  | 2023-2024 |

# TRAINER'S TRACK RECORD

|  |   |           |
|--|---|-----------|
| Naval Base Primary School                      | Metal Tooling, Photography, 3D Paper Pulp Sculpture   | 2023-2024 |
| Northview Primary/ Secondary                   | Chinese & Western Painting  | 2010-2021 |
| North Vista Primary School                     | Chinese & Western Painting  | 2010-2021 |
| North Spring Primary School                    | Jumping Clay, Batik, , Photography, Water Color, Acrylic Painting   | 2023-2024 |
| Pathlight School                               | CCA Art Club 3D Paper Pulp Sculpture  | 2010-2021 |
| Pei Chun Public School                         | Photography, Chinese & Western Painting, Batik  | 2010-2021 |
| Pasir Ris Primary School                       | Clay, Air Clay, Batik, Mask Making, Charcoal Drawing, Stain glass,  | 2010-2024 |
| Ping Yi Secondary School                       | Clay, 成语漫画, Mascot Making, Jumping Clay (Bookmark and Magnet)   | 2010-2024 |
| Pioneer Primary School                         | Chinese & Western Painting  | 2010-2024 |
| Princess Elizabeth Primary School              | CCA Art Club  | 2010-2024 |
| Punggol Secondary School                       | Chinese & Western Painting  | 2010-2024 |
| Peitong Primary School                         | Paper Mache, Paper Quilling   | 2010-2024 |
| Poi Ching Primary School                       | Batik   | 2010-2024 |
| Qihua Primary School                           | Chinese & Western Painting  | 2010-2021 |
| Raffles Girl School                            | Manga Art, Stop Motion, Puppet & Drama<br>成语漫画, Mascot Making, Jumping Clay (Bookmark and Magnet)                         | 2010-2021 |
| Red Swastika School                            | Chinese Brushed/Bean Art/Mask Painting/Paper Cutting  | 2010-2024 |
| Regent Secondary School                        | Seal Stone Carving, Bean Art, Poly Shrink, Paper Mache, Comics Drawing  | 2010-2021 |
| Riverside Primary / Secondary School           | Zentangle, Still Life Drawing, Batik, Mixed Media Sculpture Art   | 2010-2021 |
| Serangoon Secondary School                     | Fashion Design  | 2010-2021 |
| Saint Joseph's Institute School                | Chinese Brushed, Batik, Mixed Media Sculpture Art   | 2010-2021 |
| Seng Kang Primary/Secondary School             | Metal Tooling, Wire Art, Batik, Mixed Media Sculpture Art   | 2010-2021 |
| SingTel Corporate Event                        | Mug Painting  | 2010-2021 |
| Serangoon Secondary School                     | Fashion Design, Oil Painting  | 2010-2021 |
| Sing Hwa Primary School                        | Chinese/ Western Painting   | 2010-2021 |
| SOTA   | Paper Mache, Comics Drawing & Chinese Mural Painting  | 2022-2024 |
| St Anthony Canosiam Primary / Secondary School | Wire Art, Air Clay, Batik, Mask Making, Charcoal Drawing, Stain glass, Oil Painting, Paper Bag Puppet                     | 2010-2024 |
| St Gabriel School                              | Chinese & Western Painting  | 2010-2024 |
| St Stephan School                              | CCA Art Club  | 2010-2024 |
| St Hilda's Secondary School                    | Metal Tooling, Print Making Fashion and You (Recycle, Reuse, Reduce), Puppet & Drama<br>成语漫画, Mascot Making, Jumping Clay | 2010-2024 |
| Telok Kurau Primary School                     | Chinese & Western Painting  | 2010-2024 |
| Tanjong Katong Girl School                     | Fan Painting, Print Making Fashion and You (Recycle, Reuse, Reduce), Puppet & Drama<br>成语漫画, Mascot Making, Jumping Clay  | 2010-2021 |
| Telok Kurau Primary School                     | Chinese Brushed   | 2010-2024 |
| The Art House                                  | Modelling Expression (Public)   | 2010-2024 |

# TRAINER'S TRACK RECORD

|   |   |           |
|---|---|-----------|
| Townsville Primary School                           | Air Clay, Batik, Mask Making, Charcoal Drawing<br>Prop Designing, Stain glass<br>Oil Painting, Paper Bag Puppet                     | 2010-2024 |
|   | Metal Tooling, Wire Art   | 2010-2024 |
| Victoria School                                     | Mosac Art, Print Making Fashion and You,<br>Puppet & Drama, Mascot Making, Jumping Clay   | 2010-2024 |
| West View Primary School                            | Comics Drawing & Chinese, Acylic Painting   | 2010-2024 |
| West Grove Primary School                           | Chinese & Western Painting  | 2023-2024 |
| Westwood Primary School i                           | Metal Tooling, Wire Art   | 2023-2024 |
| Woodgrove Primary School                            | Metal Tooling, Wire Art, Oil Painting   | 2023-2024 |
| Woodland Rings Primary School                       | Chinese & Western Painting  | 2023-2024 |
| Wellington Primary School                           | Jumping Clay, Ceramic, Paper Mache, Comics<br>Drawing & Chinese, Mural Painting, Drama-<br>Chinese/English)                         | 2023-2024 |
| Westgrove Primary School                            | CCA Art Club  | 2023-2024 |
| Wow- NAC Preschool Project<br>Singapore island wide | Art & Craft Classes   | 2023-2024 |
| Woodlands Primary /Secondary<br>School              | Clay Making/ Finger Drawing/Chinese Herb<br>Pack/Shadow Puppet/Mask Painting  | 2010-2024 |
| Wow- NAC Preschool Project<br>Singapore island wide | Art & Craft   | 2010-2024 |
| Xinmin Secondary School                             | Art and Science, Product Design, Mosaic Art   | 2010-2024 |
| Xingnan Primary School                              | Wire Art, Air Clay, Batik, Mask Making, Charcoal<br>Drawing, Stain glass,   | 2010-2024 |
| Xi Shan Primary School                              | Chinese & Western Painting  | 2010-2024 |
| Yishun Secondary School                             | Print Making Fashion and You (Recycle, Reuse,<br>Reduce), Seal Stone Carving, Bean Art, Poly<br>Shrink, Paper Mache, Comics Drawing | 2010-2024 |
| Yu Ying Secondary School                            | Comics Drawing & Chinese  | 2010-2024 |
| Yuan Ching Secondary School                         | Wire Art, Paper Mache, Comics Drawing &<br>Chinese, Mural Painting  | 2010-2024 |
| Yishun Town Secondary School                        | Acrylic Painting on canvas  | 2010-2024 |
| Yu Neng Primary School                              | Ceramic, Paper Mache, Comics Drawing &<br>Chinese, Mural Painting, Drama- Chinese/English)  | 2010-2024 |
| Zhengde Primary School                              | Digital Photography   | 2010-2024 |
| ZhengHua Primary/ Secondary<br>School               | Drama, Seal Stone Carving, Bean Art, Poly Shrink,<br>Paper Mache, Comics Drawing  | 2010-2024 |

# TRAINER'S TRACK RECORD

## ACHIEVEMENT TRACK RECORD

| SCHOOL NAME                           | YEAR | PROGRAM AND ACHIEVEMENT DETAILS       |
|---------------------------------------|------|---------------------------------------|
| Park View Primary                     | 2020 | Category C<br>Achieved Highest Awards |
| <b>Singapore Youth Festival (SYF)</b> |      |                                       |

|                            |                                 |                 |                          |
|----------------------------|---------------------------------|-----------------|--------------------------|
| <i>Solo Art Exhibition</i> | <i>Nus</i>                      | <i>Aug 2012</i> | <i>Artist</i>            |
| Annual Art Exhibition      | Telok Ayer Cc,<br>Chinatown Cc. | 2008 Till Now   | Artist                   |
| Product Design             | Full Time Jobs                  | 1990 Till Now   | Merchandising<br>Manager |
| Solo Art Exhibition        | Café Theme                      | Aug 2010        | Artist                   |
| Photography Exhibition     | Tanjong Pagar CC                | Nov 2019        | Photographer             |



# TRAINER'S TRACK RECORD

| Award/ Recognition                            | Institution / Event                    | Month / Year         |
|---|--|----------------------|
| <i>Best Local Brand Design- Menswear</i>      | <i>Tdb</i>                             | <i>December 2008</i> |
| Top Ten Best Ladieswear Designer              | Italy Embassy/ Italy Fabric Federation | 2010                 |
| <b>Youth Award Exhibition- Primary School</b> | <b>Moe</b>                             | <b>2017, 2020</b>    |



| Position Held   | Name of Organisation  | From (MTH, YEAR) | To (MTH, YEAR)  |
|---|---|------------------|-----------------|
| <i>Volunteers- Arts For Conselling Youth</i>              | <i>Students Care Service</i>  | <i>Jan 2005</i>  | <i>Now</i>      |
| Art Teacher   | <b>Toa Payoh R.C., Nee Soon East R.C. And Nee Soon East C.C., KRTC</b>                | <b>Jan 2004</b>  | <b>Jan 2010</b> |
| <b>Product Design, Development, Merchandising- Brand:</b> | <b>Banyan Tree (Hotel Merchandising, Museum items), Three Rifles (Menswear), F.j.</b> | <b>Jan 1990</b>  | <b>Jan 2003</b> |




# TRAINER'S TRACK RECORD

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|--|---|--|--|
| <p>Nike, Adidas, Jc Penny,<br/>Museum Shop,<br/>Manchester United,<br/>Balmain Paris, Caserini<br/>Italy, Walt Disney,<br/>Universal Studio.</p> | <p>Benjamin Brand Guess,<br/>Manchester United, Raoul<br/>(Kids/Menswear/Ladieswear/Gift<br/>&amp; Novelties)</p> |  |  |
|--|---|--|--|

## RELEVANT CERTIFICATIONS

|  |   |
|--|---|
| <p>Certificate of Graphic Design</p> <p>Certificate of Fashion Design</p> <p>Certificate in Luxin College (China)</p> <p>Intensive in Oil Painting</p> |     |
|--|---|

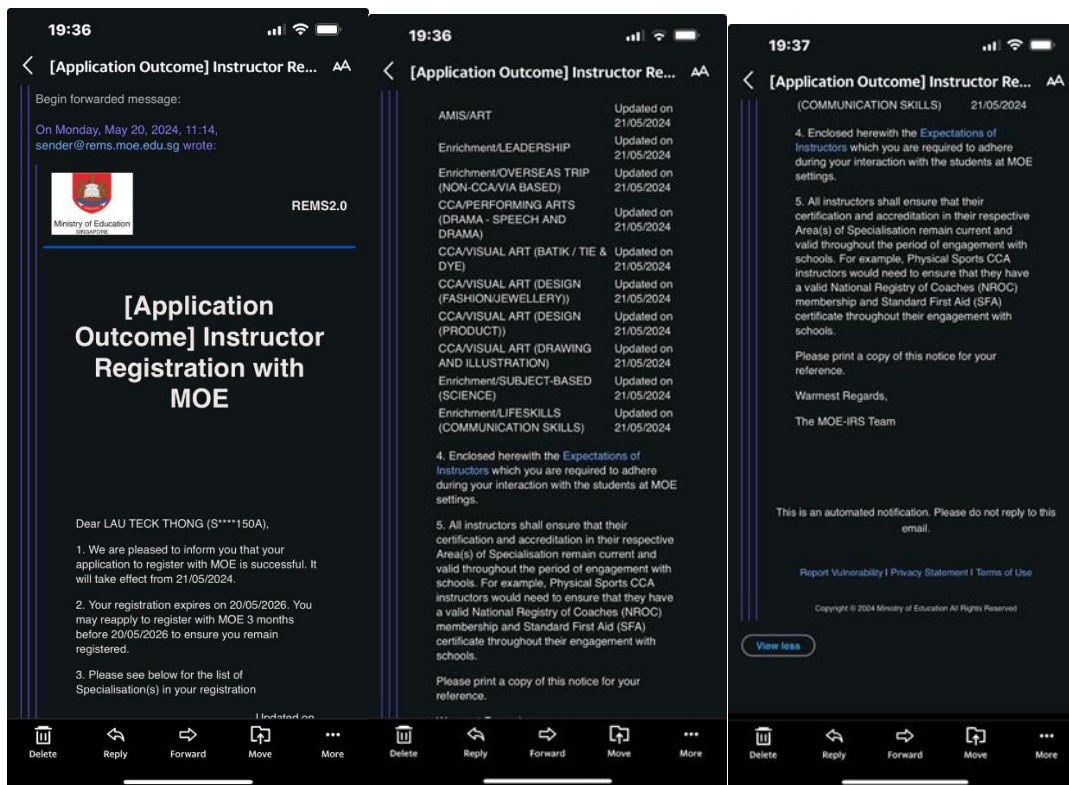
# TRAINER'S TRACK RECORD

|   |  |
|---|--|
| <p><b>Other Certifications (2)</b></p> <p><b>ACTA</b></p> <p><b>Essential of Training and Learning</b></p> <p><b>Camera Operating</b></p> |   |
| <p><b>Other Certifications (2)</b></p> <p><b>Design Thinking Practice</b></p> <p><b>Occupational First Aid Course</b></p>                 |    |

# TRAINER'S TRACK RECORD



## TESTIMONIALS FROM SCHOOLS



# TRAINER'S TRACK RECORD

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Instructor ID  
INS0698

Name  
LAU TECK THONG

[Edit Personal Particulars](#)

Registered Art Form(s)

## Digital Media

### Sub Genre

- ✓ Videography
- ✓ 3D Modelling/Printing
- ✓ Animation
- ✓ Filmmaking
- ✓ Design
- ✓ Photography

### Student Profile

- ✓ Preschool
- ✓ Mainstream
- ✓ Special Education

### Programme Type

- ✓ Performance
- ✓ Workshops
- ✓ Excursion
- ✓ Talks

## Visual Arts

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## Visual Arts

### Sub Genre

- ✓ Art History/Theory
- ✓ Batik
- ✓ Ceramics
- ✓ Chinese Ink
- ✓ Collage
- ✓ Comics/Manga/Caricature
- ✓ Curation
- ✓ Drawing
- ✓ Graffiti
- ✓ Installation
- ✓ Metal Tooling
- ✓ Mixed Media
- ✓ Painting
- ✓ Performance Art
- ✓ Printmaking
- ✓ Product Design
- ✓ Sculpture
- ✓ Storyboarding
- ✓ Textile

### Student Profile

- ✓ Preschool
- ✓ Mainstream
- ✓ Special Education

### Programme Type

- ✓ Performance
- ✓ Workshops

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- ✓ Collage
- ✓ Comics/Manga/Caricature
- ✓ Curation
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- ✓ Installation
- ✓ Metal Tooling
- ✓ Mixed Media
- ✓ Painting
- ✓ Performance Art
- ✓ Printmaking
- ✓ Product Design
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- ✓ Textile

### Student Profile

- ✓ Preschool
- ✓ Mainstream
- ✓ Special Education

### Programme Type

- ✓ Performance
- ✓ Workshops
- ✓ Excursion
- ✓ Talks

[Edit Portfolio](#)

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# TRAINER'S TRACK RECORD

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## AI-Appraisal-Tom Lau-2024

Performance Appraisal and Individual Work Plan (Learning Facilitator / Teacher)

ASCENSUS INSTITUTE

**SECTION A: Learning Facilitator Particulars**

|                |         |                   |              |
|----------------|---------|-------------------|--------------|
| Name           | TOM LAU | Evaluation Period | Jan-Dec 2023 |
| Appraisal Date | Feb-24  | Next Appraisal    | Feb-25       |

**SECTION B: Overall Rating**

**Positional Roles & Responsibilities**

- Facilitate learning across multiple delivery modes in line with lesson plan.
- Deliver and assess lesson content and coursework to learners in line with lesson plan.
- Impart confidence to learners in order to be efficient and productive learners.
- Attend to learner enquiries related to learning programmes and skills application.
- Provide feedback and ongoing support to learners.
- Prepare and communicate assessment process to learner in line with assessment plan.
- Implement quality assurance policies and systems to ensure alignment with internal and external compliance requirements.
- Engage learners to collect feedback on assessment processes and materials.
- Collect data to assess impact of curriculum and services on learner's performance.
- Prepare course notes, set and mark coursework and test papers when necessary.
- Undertake any other duties as instructed by the Internal Staff.

**KPI and Smart Targets**

|  |                       |
|--|-----------------------|
| <b>1. Effectiveness of Learning Facilitator (from the End of Module Survey)</b>        |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>2. Effectiveness of Assessor (from the End of Module Survey)</b>                    |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>3. Training Observation (from the Training &amp; Assessment Observation Form)</b>   |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>4. Assessment Observation (from the Training &amp; Assessment Observation Form)</b> |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| KPI  | 80%                   |

Overall Rating: **96%** Outstanding

| B  | Overall Performance                     | WSQ RET  |               |
|----|---|----------|---------------|
|    |   | Rating % | KPI           |
| B1 | Effectiveness of instructor**           | 98%      | Outstanding   |
| B2 | Effectiveness of Assessor**             | 98%      | Outstanding   |
| B3 | QA Observation - Training (Average)**   | 95%      | Above Average |
| B4 | QA Observation - Assessment (Average)** | 95%      | Above Average |

AI-Appraisal-Tom Lau-2024 1 of 3

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## AI-Appraisal-Tom Lau-2024

Performance Appraisal and Individual Work Plan (Learning Facilitator / Teacher)

ASCENSUS INSTITUTE

**SECTION A: Learning Facilitator Particulars**

|                |         |                   |              |
|----------------|---------|-------------------|--------------|
| Name           | TOM LAU | Evaluation Period | Jan-Dec 2023 |
| Appraisal Date | Feb-24  | Next Appraisal    | Feb-25       |

**SECTION B: Overall Rating**

**Positional Roles & Responsibilities**

- Facilitate learning across multiple delivery modes in line with lesson plan.
- Deliver and assess lesson content and coursework to learners in line with lesson plan.
- Impart confidence to learners in order to be efficient and productive learners.
- Attend to learner enquiries related to learning programmes and skills application.
- Provide feedback and ongoing support to learners.
- Prepare and communicate assessment process to learner in line with assessment plan.
- Implement quality assurance policies and systems to ensure alignment with internal and external compliance requirements.
- Engage learners to collect feedback on assessment processes and materials.
- Collect data to assess impact of curriculum and services on learner's performance.
- Prepare course notes, set and mark coursework and test papers when necessary.
- Undertake any other duties as instructed by the Internal Staff.

**KPI and Smart Targets**

|  |                       |
|--|-----------------------|
| <b>1. Effectiveness of Learning Facilitator (from the End of Module Survey)</b>        |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>2. Effectiveness of Assessor (from the End of Module Survey)</b>                    |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>3. Training Observation (from the Training &amp; Assessment Observation Form)</b>   |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| <b>4. Assessment Observation (from the Training &amp; Assessment Observation Form)</b> |                       |
| Below 80% - Improvement Needed   | 80-89% - Standard     |
| 90-95% - Above Standard  | 96-100% - Outstanding |
| KPI  | 80%                   |

Overall Rating: **96%** Outstanding

| B  | Overall Performance                     | WSQ RET  |               |
|----|---|----------|---------------|
|    |   | Rating % | KPI           |
| B1 | Effectiveness of instructor**           | 98%      | Outstanding   |
| B2 | Effectiveness of Assessor**             | 98%      | Outstanding   |
| B3 | QA Observation - Training (Average)**   | 95%      | Above Average |
| B4 | QA Observation - Assessment (Average)** | 95%      | Above Average |

AI-Appraisal-Tom Lau-2024 1 of 3

Performance Appraisal and Individual Work Plan (Learning Facilitator / Teacher)

ASCENSUS INSTITUTE

| B1  | Effectiveness of Instructor                             | WSQ RET  |
|-----|---|----------|
|     |   | Rating % |
| 1.1 | Knowledgeable about the subject matter                  | 99%      |
| 1.2 | Effectiveness in communicating ideas and concepts       | 96%      |
| 1.3 | Able to stimulate and maintain interest of the learners | 98%      |

[Appropriate training tools such as role plays, case studies, demonstrations and ...]

Performance Appraisal and Individual Work Plan (Learning Facilitator / Teacher)

ASCENSUS INSTITUTE

| B1  | Effectiveness of Instructor                             | WSQ RET  |
|-----|---|----------|
|     |   | Rating % |
| 1.1 | Knowledgeable about the subject matter                  | 99%      |
| 1.2 | Effectiveness in communicating ideas and concepts       | 96%      |
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[Appropriate training tools such as role plays, case studies, demonstrations and ...]

