WORKSHEET T.1

Learning goal and frame

Clarify an observable goal and use of feedback.

Complete for each case. Observe before assessing.

Target behaviour

What behaviour should improve?

Starting task

For whom and in which situation?

Success and boundaries

What shows progress and when do we stop?

Use of feedback

Who sees which data, for what purpose and how long?

REVIEW CRITERION

Agree target action, case boundary, critical error and permitted feedback use before testing.

WORKSHEET T.2

Scenario and role card

Make a case playable without invented subject-matter facts.

Prepare separate learner, counterpart and observer briefs. Write fixed facts, conditional replies and unknowns explicitly. T-A to T-C are complete examples; use permitted facts only.

Context and role

Trigger, counterpart and goal.

Known and missing facts

Source/version; who knows each fact? What is revealed only after which question?

Trigger and variant

Exact counterpart replies; changed facts for attempt 2 instead of improvisation.

End and boundaries

Which next step is permitted?

REVIEW CRITERION

All three roles contain fixed facts, conditional replies and stops; the trial needs no improvised domain facts.

WORKSHEET T.3

Assessment rubric

Assess observable actions using shared anchors.

Complete for each case. Observe before assessing.

Criterion and critical limit

C1-C3, case/version, observable action; which error stops practice?

0 Not demonstrated or incorrect

Case-specific wording or missing action. Leave unobserved items blank.

1 Correct with help

Which specific help was needed and what was corrected afterwards?

2 Independent and appropriate

Which action must occur without prompting? Record exact evidence.

Independent comparison

A/B scores before discussion, evidence, difference, clarified anchor and retest.

REVIEW CRITERION

Each C1-C3 criterion has case-specific 0/1/2 anchors. Independent scores, evidence and resolved or pending differences are documented.

WORKSHEET T.4

Observation and next attempt

Turn feedback into one concrete change.

Use a separate copy for each attempt. In the digital library select the case, attempt and observer A or B. Record first action and support for each criterion. Save before comparing judgements. As an alternative, export the workbook to a separate file after each attempt.

Case and attempt

Case/version, person, mode and attempt 1 or 2; keep separate records.

Observation and evidence

Exact evidence for C1-C3, individual initial ratings and critical error. Record any change after a cue separately.

Feedback

Self-assessment first, then one useful suggestion.

Next attempt

Try one change and describe the result.

REVIEW CRITERION

Record first attempt, help, feedback and new attempt separately; later success does not overwrite the first error.

WORKSHEET T.5

Transfer to a new task

Test application beyond repeating the same wording.

Complete for each case. Observe before assessing.

New condition

What changes in the case?

Reasoned decision

Why is this action appropriate?

Supervised practice

What to practise and where support is needed?

Debrief

When, with whom and using which outcome?

REVIEW CRITERION

A genuinely changed condition requires a reasoned new action. Unobserved performance receives support and a completion date.

WORKSHEET T.6

Scenario approval and maintenance

Establish ownership of the training package.

Complete for each case. Observe before assessing.

Subject-matter version

Sources, version and training partner.

Reviewed criteria

Facts, role knowledge, conditional replies, C1-C3 anchors and comparison of two ratings.

Open changes

What is open, who resolves it and by when?

Owner and next review

Approval, storage, maintenance and revision.

REVIEW CRITERION

Facts, role briefs and anchors are checked; unresolved critical differences prevent approval. Ownership and next review are fixed.