Module 6. Managing Tester Certification Data:

Purpose: To provide an overview of the tester certification database including the key elements and components.

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| Pre-requisite  Modules | Modules 1 to 5 |
| Module Time | 45 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Understand what constitute the certification data * Describe what are the key elements of the certification data management process * Understand the purpose of the certification data management tool * Describe the different components of the certification data management tool |
| Resources | PowerPoint slides, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Managing the Written Examination Tools | DISPLAY this slide before you begin any activities for this module. Make sure participants are aware of the transition into a new module. |
| 2 | Learning Objectives | STATE the objectives to the participants on the slide. |
| 3 | Module Content | REVIEW the content overview one by one as shown on the slide. |
| 4 | Type of Certification Data | STATE points on slide. |
| 5 | Key Data Management Areas | STATE points on slide. |
| 6 | Managing the Certification Data | REVIEW the process of managing the certification data from collection at sites (written and practical exam) to transfer at regional and council levels. |
| 7 | Certification Data Management Tool | DISCUSS the purpose of the certification data management tool.  DEMONSTRATE the certification data management tool by reviewing each tab in the excel worksheet. |
| **8** | Tab 1. Instructions | EXPLAIN the instructions tab and the information that is collected in each worksheet and who should complete the worksheets. |
| **9** | Tab 2. Tester Demographic Information | REVIEW all fields and EXPLAIN how they should be completed. |
| 10 | Tab 3. Tester Training Information | REVIEW all fields and EXPLAIN how they should be completed. |
| 11 | Tab 4. Tester Competency Assessment and Certification Information | REVIEW all fields and EXPLAIN how they should be completed. |
| 12 | Review | DISCUSS each bullet points. |