



dcm

# Assessment Brief

CPD Workplace Mental Health and  
Well-Being Instructor Course

## Table of Contents

02	Introduction
04	Assessment 1: Engagement with LMS
05	Assessment 2: Online Exam
06	Assessment 3: Skills Demonstration
08	Submitting Your Skills Demonstration

## Introduction

Hello and welcome to our CPD Workplace Mental Health and Well-Being Instructor course. We are delighted that you have chosen to work with DCM Learning as you continue your education.

Engaging in these assessment tasks will provide you with valuable opportunities to receive constructive feedback on your training content, helping you improve your training skills. Additionally, it will set you up for success by enhancing your ability to create effective and impactful training materials, furthering your overall development and mastery of the course concepts.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your learning experience is a positive one and we wish you every success in completing your CPD Workplace Mental Health and Well-Being Instructor course with DCM Learning.

If you have any queries or require further information on this or any other DCM Learning courses, please contact us.

## Assessment 1: Engagement with LMS

You must complete all assigned modules and actively engage with the course content within the Learning Management System (LMS). This includes watching all of the video content, completing interactive activities and completing knowledge checks.

Your engagement is essential not only for your own understanding and skill development but also for meeting the course's objectives. Failure to fulfil these requirements may result in not being eligible to receive your certification, as consistent engagement is a core component of the assessment criteria.

To pass and earn your certification, **you must meet the mandatory completion and participation requirements within the LMS.**



### What do I have to do?

1. Complete all assigned modules within the LMS.
2. Watch all video content and finish interactive activities.
3. Review and complete the case study and scenarios provided.
4. Follow instructions and complete all assessments.

## Assessment 2: Online Exam

When you have completed all of the modules, you must complete an online multiple-choice exam to assess your understanding of the course material. This is an open-book exam, so you can refer to your notes and course resources during the test.

The exam consists of 20 questions, and you will have 30 minutes to complete it.

Please be prepared and familiar with the content; this exam is a key part of your overall assessment.

To pass and earn your certification, you must achieve a **minimum score of 85%**.



### What do I have to do?

1. Know the material well.
2. Organise your notes so they are easily accessible during the exam.
3. Pace yourself to answer all 20 questions within the 30-minute limit.
4. Ensure you're in a distraction-free environment.

## Assessment 3: Skills Demonstration

For your skills demonstration, you are required to prepare and record an 8-to-10 minute training session. You may choose any topic on mental health and well-being in the workplace for your session; however, it should be self-contained with a beginning, middle and end.

We recommend recording your presentation in front of a real audience (2-3 people) if possible. Whether you present to a real audience or not, during your training session, you should interact with your learners, invite questions and provide appropriate responses. The audience does not need to be introduced or visible on camera.

To pass and earn your certification, you must achieve a **minimum score of 70%**.

**IMPORTANT:** You will only be graded on the first 10 minutes of your video, so please stay within the allotted time.

Follow our tips and tricks for recording the video: [HERE](#)



### To gain maximum marks:

1. Read the assessment brief in its entirety.
2. Follow our tips and tricks for recording the video.
3. Make your slides and training aids informative and clear.
4. Make sure to complete **All Tasks**.

Tasks	Description	Marks
Task 1	<b>Training Planning &amp; Development</b> Use the provided session plan template to plan your 8-to-10-minute training session. Prepare the training materials needed to deliver the session, such as a PowerPoint presentation, learner handouts, whiteboard/flipchart or other props needed.	40

<b>Task 2</b>	<b>Training Delivery &amp; Interaction</b>  Deliver and record your training in line with your session plan.  Interact with the audience during your session by checking their understanding, inviting questions and giving appropriate responses. If applicable, involve learners in practical exercises.  <b>Notes</b> If you do not have an audience present, pretend you have been asked questions, etc.  Your training session should be recorded in an .MP4 or .MOV format.	<b>40</b>
<b>Task 3</b>	<b>Training Evaluation</b>  Create a training evaluation feedback form for your session, which could be used to gather feedback from learners and determine if your training outcomes were met.  This does not have to be filled in by learners but should follow best practices for creating a feedback form as described in the course materials.	<b>20</b>

# Submitting Your Skills Demonstration

## IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

- Your skills demonstration video should be saved as a .MP4 or .MOV file and follow these guidelines: -
  - a. Your video MUST be 8 - 10 minutes long.
  - b. Your video file should be named *DCM Learning Workplace Mental Health and Well-being Instructor - Assessment 2 - Skills Demo - YOUR NAME.mp4/mov*
- All supporting documentation (Session Plan, PowerPoint Presentation, Handouts, Feedback Form) must be named similarly, e.g.
  - a. *DCM Learning Workplace Mental Health and Well-being Instructor - Session Plan - YOUR NAME.pdf*
  - b. *DCM Learning Workplace Mental Health and Well-being Instructor - Slides - YOUR NAME.pdf*
  - c. *DCM Learning Workplace Mental Health and Well-being Instructor - Handouts - YOUR NAME.pdf*
  - d. *DCM Learning Workplace Mental Health and Well-being Instructor - Feedback Form - YOUR NAME.pdf*
- *All work must be submitted within 12 weeks from the start of your course or earlier. If you don't turn it in before the 12 weeks, you'll need to contact [admin@dcmlearning.ie](mailto:admin@dcmlearning.ie) for more information on submitting it.*

### IMPORTANT NOTE

***There is a fee of £45 associated with late submissions and resubmissions. In certain circumstances, extensions may be granted, and the fee may be waived. Please get in touch with [admin@dcmlearning.ie](mailto:admin@dcmlearning.ie) if you think this may apply to you.***

Once your video and supporting documents are ready to upload, please submit them through the Learning System where you have completed the course. You will find it under the section 'Course Assessments' and then click 'Assessment 2: Submit Skills Demonstration.'