

The logo for DCM Learning, featuring the lowercase letters 'dcm' in white on a red ribbon-shaped background.

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Assessment Brief

CPD Workplace Mental Health and
Well-Being Instructor Course

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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: Attendance & Participation

You must attend all scheduled sessions and actively participate in the course activities, discussions, and assignments.

Your presence and involvement are crucial not only for your own learning but also for the overall success of the group. Failure to meet this requirement may result in not being eligible to receive your certification, as consistent participation is a key component of the course's assessment criteria.

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



What do I have to do?

1. Attend all scheduled sessions.
2. Turn on your camera for the duration of each training session.
3. Engage in both general and case study discussions during class.
4. Be mindful of being in a group setting and allow others to engage.

Assessment 2: Online Exam

On the final training day, 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. You must keep your cameras on throughout the exam to ensure integrity and compliance with the assessment guidelines. 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 with your camera on.

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	Training Planning & Development 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

Task 2	Training Delivery & Interaction 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. Notes 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.	40
Task 3	Training Evaluation 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.	20

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 on or before the date advised by your trainer. If you don't turn it in before your trainer's date, you'll need to contact 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 if you think this may apply to you.

Once your video and supporting documents are ready to upload, please click the button below to submit them for grading:

**Upload Your Assignments for the Workplace
Mental Health Instructor Course**

