

Instructor Training Session Checklists

Use this checklist to gather items to take to a Screener 'Online Access' Training Session

This checklist, Training Session Plan and Instructor Course Booklet
Name tag
LEHP Workshop Training sign on sheet
'Online Access Guide' handouts
Course Access Code: 5945
Computer(s) with internet access
LEHP Children's Vision Screening Screener Manual
'LEHP001 - Manage and Conduct a Vision Screening Session' Unit of Competency document
Cleaning and Sanitising products and equipment (where not available at site)

Use this checklist to gather items to take to a Screener 'Hands-on Workshop' Training Session

This checklist, Training Session Plan and Instructor Course Booklet
Name tag
LEHP Workshop Training sign on sheet
List of expected participants (Checked with Training Chair lists regarding completion of Online Training)
'Guide to Conducting a LEHP Screening' handouts
LEHP Children's Vision Screening Screener and Facilitator Manuals
'LEHP001 - Manage and Conduct a Vision Screening Session' Unit of Competency document
Sample documents for school, parents and screening results
Screening equipment (as listed below)
LEHP Brochures and sample children's handouts
Cleaning and Sanitising products and equipment (where not available at site)

Use this checklist to gather items to take to a 'Sample Screening' Training Session

This checklist, Training Session Plan, Instructor Course Booklet and Name tag
LEHP Screening sign on sheet
'Working with Children' credentials
Pens, pencils, stapler and scissors
Blank Parent Permission forms (for last minute registrations), Results Summary sheets, Parent Results letters and Photography Permission forms
List of students to be screened
Numbered student results slips
Supplies of LEHP activity sheets (for use by children waiting) and stickers and brochures (to take home)
Equipment: Acuity Chart, shapes card, masking tape (or foot pattern), pointer, occluder (or similar) and blue-tack or a chart hanging device, Colour Perception Plates, cotton bud or pen end (or similar), Depth Perception folder and 3D Glasses, Spot Vision Screening Camera and power cable, Screener and Facilitator ID Badges etc.
Cleaning and Sanitising products and equipment (where not available at site)