

Instructor Training Session Checklists

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

Name tag
This checklist, Training Session Plan and Instructor Course Booklet
LEHP Workshop Training sign on sheet
'Guide to Conducting a LEHP Screening' handouts
LEHP Children's Vision Screener Manual
'LEHP001 - Manage and Conduct a Vision Screening Session' Unit of Competency document
'Online Access Guide' handouts (or email to participants after session)
Computer(s) with internet access
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

Name tag
This checklist, Training Session Plan and Instructor Course Booklet
LEHP Workshop Training sign on sheet
List of expected participants (from session organiser and/or Training Manager)
'Guide to Conducting a LEHP Screening' handouts
LEHP Children's Vision Screening Screener Manual
'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 Facilitator Training Session

All items as above (for a Screener 'Hands-on Workshop' Training Session)
(The same sign on sheet may be used to note attendees, if session is run in conjunction with Screener Training)
LEHP Children's Vision Screening Facilitator Manual
Spot Vision Screening Camera manual

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), Student individual results slips, Parent Individual Results letters, Group Results Summary sheets and Photography Permission forms
LEHP activity sheets (for use by children waiting) and stickers, bookmarks, brochures etc. (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, sanitising wipes, Spot Vision Screening Camera and power cable, Screener and Facilitator ID Badges etc.
Cleaning and Sanitising products and equipment (where not available at site)