

SKILLFORGE ACADEMY

LEARN IT. PRACTICE IT. USE IT.

Training Manual

A structured training manual combining learning objectives, concepts, demonstrations, guided practice, assessments, job aids, and completion evidence.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026



Contents

Document contents

Control principle: perform the work in sequence, record evidence at the point of execution, and escalate any deviation before continuing.

Course orientation

State audience, prerequisites, duration, delivery mode, accessibility, materials, facilitator contact, and completion requirements.

Document control	Detail
Owner	Mara Klein
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Status	Ready for review

Learning objectives

Write observable outcomes with expected conditions, performance level, evidence, and relationship to role competence.

Checkpoint	Acceptance criterion	Evidence	Result
Learning objectives	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Core concepts

Explain the mental model, terminology, policy context, risks, decisions, and examples learners need before performing the task.

Checkpoint	Acceptance criterion	Evidence	Result
Core concepts	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending



Demonstration

Show the end-to-end task in sequence with screenshots or examples, narration points, control checks, and common decision paths.

Checkpoint	Acceptance criterion	Evidence	Result
Demonstration	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Guided practice

Provide realistic exercises, starting data, step prompts, expected result, coaching notes, and progressively reduced support.

Checkpoint	Acceptance criterion	Evidence	Result
Guided practice	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Assessment

Define knowledge and practical checks, pass threshold, observation criteria, retries, accommodations, and result recording.

Checkpoint	Acceptance criterion	Evidence	Result
Assessment	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

Job aids and troubleshooting

Give concise checklists, decision cues, known errors, recovery actions, escalation routes, and authoritative references.

Checkpoint	Acceptance criterion	Evidence	Result
Job aids and troubleshooting	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending



Completion and maintenance

Record learner and assessor confirmation, competence status, refresher interval, content owner, feedback, and revision history.

Checkpoint	Acceptance criterion	Evidence	Result
Completion and maintenance	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending