

# Provide work skill instruction

<b>Course duration:</b>	3-days
<b>Course cost:</b>	\$695 per person (public workshops) <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
<b>Workshop aim:</b>	To equip participants with the skills and knowledge to organise and deliver skills-based training sessions to individuals and small groups in the workplace.
<b>Unit covered:</b>	TAEDEL301 – Provide work skill instruction <i>This is a nationally recognised unit of competency from the TAE Training Package which also forms part of TSA's accredited Course in Field-based Training and Assessment (10898NAT).</i>
<b>Delivery method</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
<b>Who should attend?</b>	This course is appropriate for those with significant technical or vocational expertise who are expected to train others in the workplace as part of their work responsibilities. It is particularly suitable for supervisors, team leaders and trainers who are expected to deliver organisation specific, skills-based training.
<b>Pre-requisites:</b>	No qualifications or other formal pre-requisites are necessary to participate in this course. However, it is recommended that participants have a minimum of 12 months experience working in the industry in which they plan to train so that they have sufficient subject matter knowledge and experience to be able to train others effectively.
<b>Language, literacy and numeracy (LLN) requirements:</b>	To complete this course successfully, participants need to have reasonably well developed skills in areas such as reading, writing and communication. Examples of activities that participants will need to perform include: <ul style="list-style-type: none"><li>• Accurately complete and maintain training documentation</li><li>• Write clear, sequenced instructions and procedures for routine tasks</li><li>• Read and follow a training delivery plan</li><li>• Read and understand documentation relating to the subject matter being trained</li><li>• Speak clearly and provide spoken explanations and instructions</li><li>• Listen effectively and ask relevant and appropriate questions</li><li>• Observe learner performance and provide constructive feedback</li><li>• Use body language appropriately</li></ul>
<b>Access to a practice environment:</b>	To complete the assessment component of this course, participants need to be working in, or have access to, an environment in which they are able to deliver skills-based training sessions to others.

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## Pre-course work:

It is recommended that prior to the course, participants give thought to a topic for a 20 minute skills-based training session that they can deliver to a group of other participants on the final day of the course. Participants should also make arrangements to ensure the necessary resources are available to deliver their session to approximately 6 people.

*Note: Further details about requirements of the training session will be provided to participants at the start of the course or can be obtained by contacting Training Services Australia before the start of the course.*

## Homework:

Participants may find it necessary to complete some work at home after each day of the course, in preparation for the following day. This could include finalising preparations for a skills-based training session to be delivered on the final day of the course.

## Topics:

The topics addressed in this course include:

- Introduction to competency-based training
- Learning principles and styles
- Structuring training sessions
- Training activities, resources, materials and equipment
- Developing learning outcomes and session plans
- Organising instruction and demonstration
- Communication skills for trainers
- Delivering training sessions
- Reviewing and evaluating training delivery

## Assessment:

The assessment for this course consists of:

- Short answer questions (on-course and post-course)
- Delivery of a 20-minute skills-based training session to other participants (on-course)
- Delivery of 2 skills-based training sessions in the workplace after the course (minimum of 20-minutes per session) under the observation of a third party
- Completion of paperwork relating to training delivered

## Assessment timeframe:

Participants have three months to complete their assessment after attendance at the course.

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 6 – 10 hours to complete the assessment for this course.

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## Resource requirements:

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- at least two people who they can train in the workplace
- equipment and documentation relating to the subject matter being trained
- relevant training policies, procedures and documentation from their workplace
- a supervisor or qualified assessor who can observe them delivering training and provide feedback to TSA

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.