

# Design and Deliver Training

<b>Course duration:</b>	5-days + 1 support day
<b>Course cost:</b>	<b>\$1300</b> 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, knowledge and attitude to: <ul style="list-style-type: none"><li>• design and develop learning programs (including programs for nationally recognised units of competency)</li><li>• plan, organise and deliver group-based learning</li><li>• make oral presentations and speak confidently in front of groups</li></ul>
<b>Units covered:</b>	TAEDES401 – Design and develop learning programs TAEDEL401 – Plan, organise and deliver group-based learning BSBCMM411 – Make presentations
<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>	Trainers and assessors who work for Registered Training Organisations and those who are undertaking the TAE40116 Certificate IV in Training and Assessment. This course may also be useful for others who work for training and assessment organisations, including training designers, managers and consultants.
<b>Qualification:</b>	This course forms part of the Certificate IV in Training and Assessment (TAE40116)
<b>Pre-requisites:</b>	Those undertaking this course should first attend TSA's <i>Introduction to Vocational Education and Training</i> course.
<b>Language, literacy and numeracy (LLN) requirements:</b>	To successfully complete the course, participants will need to have a <b>relatively high level of reading and writing ability</b> as well as <b>computer skills</b> (internet research and word processing). Examples of activities that participants will need to perform include: <ul style="list-style-type: none"><li>• Use the internet to access Training Packages and units of competency</li><li>• Read and interpret units of competency and workplace policies, procedures and work instructions</li><li>• Develop and write learning programs and training session plans using word processing software</li><li>• Calculate delivery durations for learning programs and training sessions</li><li>• Prepare records / reports of training outcomes</li><li>• Present training to groups and manage the learning process, including asking and answering questions and providing feedback</li></ul>

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**LLN requirements (continued):** Those wishing to participate in this course should first complete TSA's TAE Literacy Skills Check. For further information about this, please contact a TSA Training Advisor.

**Access to a practice environment:** To satisfy the assessment requirements for this course, participants will need to have access to a workplace environment for which they can design learning programs and in which they can facilitate training sessions for a group of 8 or more learners.

**Pre-course work:** It is recommended that prior to the course, participants:

- Complete TSA's *Introduction to Training Packages* e-learning module (if not completed previously); and
- Source a nationally endorsed unit of competency for which they could design a training program and bring a copy of the unit to the course; and
- Give thought to a topic for a 30 minute training session that they will be required to 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 7 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 work on designing learning programs and preparing to deliver a training session to a group of fellow participants.

## Topics

### DAY 1

- Course introduction and overview
- An Introduction to Competency-based Training (CBT)
- Theories, styles and principles of learning
- Training modes and methods
- Foster an inclusive learning environment

### DAY 2

- Develop learning outcomes
- Design and develop learning programs

### DAY 3

- Design and develop learning programs (continued from Day 2)
- Ensure a safe learning environment
- Plan training sessions and presentations

### DAY 4

- Prepare for training delivery
- Facilitating training sessions
- Communication skills for trainers
- Record keeping and training review

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## DAY 5

- On-course assessment (training session delivery)
- Course review and conclusion
- Commence work on post-course assessment activities (if time)

## Assessment

The assessment for this course consists of the following:

1	Short answer questions and case study (on-course)
2	Design and develop a learning program (1 of 2) – based on a unit of competency
3	Plan, organise and deliver a training session to a group (on-course) <ul style="list-style-type: none"><li>• Demonstrate group-based delivery and presentation skills</li><li>• Approximately 30 minutes duration</li><li>• Begin planning on Day 3 of course, deliver on Day 5</li></ul>
4	Design and develop a learning program (2 of 2)
5	Plan, organise and deliver <u>three</u> group-based training sessions (post-course) <ul style="list-style-type: none"><li>• Sessions must be 'linked' (i.e., the sessions relate to the same topic and each one follows on from the previous one)</li><li>• At least 40 – 60 minutes for each session</li><li>• Demonstrate group-based delivery (at least <u>8</u> learners) and effective presentation skills</li></ul>
6	Written questions (post-course)

## Assessment timeframes

Participants have 6 months to complete the assessment.

The number of hours taken to complete this assessment will vary substantially between participants. However, as a rough guide, it is recommended that participants allow approximately 50 – 100 hours to complete the assessment for this course.

## Assessment support day

Before submitting their assessment, participants are expected to attend an assessment support day so that a TSA facilitator can review their progress. This will also provide an opportunity for peer interaction and for review and improvement of learning programs, session plans and training resources developed by the participant for their assessment.

## Resource requirements

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

- a computer, a printer and the internet (to access a unit of competency and to develop learning programs, session plans, training resources, etc)
- a group of at least 8 people to whom they can deliver 3 training sessions (each at least 40 minutes duration)
- any resources / equipment needed to deliver the training
- equipment to video their training delivery (a smartphone may be used)
- USB memory stick to submit training video to TSA
- A person who can observe the participant's training delivery in the workplace and provide constructive feedback (preferably a qualified trainer / assessor).

## 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 units 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 one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.