Design and Deliver Training

Course duration:	5-days

Course cost: **$950** per person (public workshops)

Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.

Workshop aim: To equip participants with the skills, knowledge and attitude to:

- design and develop learning programs (including programs for nationally recognised units of competency)
- plan, organise and deliver group-based learning
- provide work skill instruction
- make oral presentations and speak confidently in front of groups

Units covered:

TAEDES401A – Design and develop learning programs

TAEDEL401A – Plan, organise and deliver group-based learning

TAEDEL301A – Provide work skill instruction

BSBCMM401A – Make a presentation

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend?   Workplace trainers and assessors, particularly those working for Registered Training Organisations and those who are undertaking the 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.

Qualification: This course forms part of the Certificate IV in Training and Assessment (TAE40110).

Note: The TAE40110 Certificate IV in Training and Assessment was superseded by the TAE40116 Certificate IV in Training and Assessment on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for units from the TAE40110 qualification until 4 October 2017.

Pre-requisites: There are no formal pre-requisites for undertaking this course, however Training Services Australia strongly recommends that those undertaking this course have previously completed TSA's *Introduction to Vocational Education and Training* course.

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Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability** as well as **computer skills** (internet research and word processing). Examples of activities that participants will need to perform include:

- Use the internet to access Training Packages and units of competency

- Read and interpret units of competency and workplace policies, procedures and work instructions

- Develop and write learning programs and training session plans using word processing software

- Calculate delivery durations for learning programs and training sessions

- Prepare records / reports of training outcomes

- Present training to groups and manage the learning process, including asking and answering questions and providing feedback

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

Access to a practice environment:

In order to complete 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 groups of learners.

Pre-course work:

It is recommended that prior to the course, participants:

(a) 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.

(b) 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.

Those who have not attended Training Services Australia's *Introduction to VET course* should complete the 'Introduction to Training Packages' module before attending this 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.

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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
- Communication skills for trainers

- Facilitate training sessions
- Record keeping and training review

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) • Demonstrate group-based delivery and presentation skills • Include a skill-based component • Approximately 30 minutes duration • Begin planning on Day 3 of course, deliver on Day 5
4	Design and develop a learning program (2 of 2)
5	Plan, organise and deliver two group-based training sessions (post-course) • Sessions must be 'linked' (i.e., the second one follows from the first) • At least 40 – 60 minutes for each session • Demonstrate group-based delivery (at least 4 learners) and effective presentation skills
6	Deliver a skill-based training session (at least 20 minutes duration) to an individual or small group in the workplace (post-course)
7	Short answer questions (post-course)

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Assessment timeframes

Participants have <u>four months</u> 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 25 – 45 hours to complete the assessment for this course.

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)

- people to whom they can deliver training sessions

- any resources / equipment needed to deliver the training

- someone who can observe them delivering training in the workplace 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 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 <u>before attending the course</u>.

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.

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