Provide Work Skill Instruction

Training Services Australia

Course duration:	3-days
Course cost:	**$695** 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 organise and conduct instruction and demonstration of work skills to individuals or small groups of personnel, within a competency-based framework. Participants will also learn how to check the effectiveness of the training they conduct.
Unit covered:	TAEDEL301A – Provide work skill instruction
	Note: This unit was superseded by TAEDEL301 on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for TAEDEL301A until 4 October 2017.
Delivery method:	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
Who should attend?	Line managers, supervisors, trainers or anyone who needs to deliver organisational specific, skills-based training.
Pre-requisites:	There are no formal pre-requisites for undertaking this course.

Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **reasonable level of reading and writing ability** as well as basic **computer skills**. Examples of activities that participants will need to perform include:

- Read and apply information presented in manuals, work instructions, training session plans, etc
- Write clear, sequenced instructions and procedures for routine tasks
- Complete training records accurately
- Plan the timing of training sessions and deliver in accordance with the plan
- Deliver training to individuals or small groups and manage the training process effectively

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 access to a workplace environment in which they can deliver skills-based training to others.

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 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 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.

TRAINING SERVICES AUSTRALIA
3/799 BEAUFORT ST, MT LAWLEY WA 6050
TELEPHONE 08 9422 6444 FACSIMILE 08 9473 1922
Email: tsa@tsa-wa.com.au Website: www.tsa-wa.com.au
RTO Code: 1984

NATIONALLY RECOGNISED TRAINING

Version date:
20/04/2016
Page 1 of 3

Provide Work Skill Instruction

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 twenty minute skills-based training session to be delivered on the final day of the course.

Topics

DAY 1

- Introduction and course overview
- Competency-based training
- Training focus and specifications
- Training roles
- Trainer, instructor, coach facilitator?

- What makes an effective trainer?
- What is learning?
- General principles of learning
- Learning styles
- Session structure
- Session introduction, body and conclusion

DAY 2

- Learning outcomes
- Training plans and activities
- Training resources and materials
- Training technology and equipment
- Training purpose and objectives
- Learner needs and characteristics
- Training context and learning environment
- Notification of training details
- Arrangements for recording training

- Listening skills
- Questioning skills
- Providing feedback
- Presentation skills for trainers
- Use of session plans
- Managing session timing
- Addressing health and safety issues
- Providing opportunities for practice
- Monitoring learner progress
- Dealing with difficult behaviour

DAY 3

- Delivery of training sessions
- Methods of evaluating training
- Self-reflection

- Implementing improvements
- Course review and conclusion

Note: During Day 3, each learner will be assessed delivering a twenty-minute skills-based training session to a group of fellow participants. Learners will be given some time to prepare for this session on Day 2 of the course. Learners will be required to finish preparing for their session, and practise the delivery of their session for homework on Day 2 of the course.

TRAINING SERVICES AUSTRALIA
3/799 BEAUFORT ST, MT LAWLEY WA 6050
TELEPHONE 08 9422 6444 FACSIMILE 08 9473 1922
Email: tsa@tsa-wa.com.au Website: www.tsa-wa.com.au
RTO Code: 1984

Version date:
20/04/2016
Page 2 of 3

NATIONALLY RECOGNISED TRAINING

Provide Work Skill Instruction

Assessment Activities

1A	Short answer questions (on-course)
1B	Deliver a 20-minute skills-based training session to other participants (on-course)
2A and 2B	Organise and deliver <u>two</u> skills-based training sessions in the workplace (minimum of 20 minutes per session). Learners will be required to arrange for a third party to observe them delivering these sessions (or submit a video of their sessions to TSA).
2C	Short answer questions (post-course)

Assessment timeframes

Participants have <u>three months</u> to complete the assessment.

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.

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 and complete forms and answer questions relating to this assessment)
- two people who they can train in the workplace
- any resources / equipment needed to conduct the training
- someone who can observe them delivering skills-based 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 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 <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 this unit and wish to have it recognised, please contact a TSA Training Advisor.

TRAINING SERVICES AUSTRALIA
3/799 BEAUFORT ST, MT LAWLEY WA 6050
TELEPHONE 08 9422 6444 FACSIMILE 08 9473 1922
Email: tsa@tsa-wa.com.au Website: www.tsa-wa.com.au
RTO Code: 1984

Version date:
20/04/2016
Page 3 of 3

NATIONALLY RECOGNISED TRAINING