

Programme Specification:

QQI Level 6 Training Delivery and Evaluation **(6N3326)**

Introduction

The purpose of the Certificate in Training Delivery and Evaluation programme is to provide training delivery personnel with the tools and techniques required to effectively deliver, assess and evaluate their training programmes.

Module Content

- Adult Learning Principles
- Setting Training Objectives
- Roles and Competencies of an Effective Trainer
- Preparing for Delivering Training
- Training Delivery
- Learning Assessment and Training Evaluation

Learning Objectives

At the end of this training programme, participants will be able to:

- *Identify the key principles of adult learning and incorporate these into the design and delivery of their training activities.*
- *Set clear and specific training objectives for their programmes.*
- *Outline the roles and competencies of an effective trainer.*
- *Explain the principles of group dynamics in a training environment.*
- *Discuss the specific issues of equality, diversity and disability regarding training access and delivery in the context of current legislation.*
- *Identify the key components in preparing for training delivery.*
- *Deliver an effective training programme.*
- *Identify appropriate assessment techniques for a training intervention.*
- *Assess a range of models, techniques and approaches to evaluate training programmes effectively.*
- *Produce an evaluation report for a training programme, highlighting the areas of success and the opportunities for improvement.*

Assessment

Project (40%)

Participants are provided with a project brief which requires them to produce evidence of researching and undertaking a review of training evaluation models. They will also be required to implement an evaluation process for an actual training session and to report on both success areas and areas for programme improvement.

The project must be submitted within three weeks of the end of classroom delivery.

Word Count: 2,000 – 2,500 excluding appendices.

Skills Demonstration (40%)

Participants will be required to deliver a skills-based training session of 15 minutes duration on Day 4 of the programme. They will then have a further 10 minutes to assess the learning and provide appropriate feedback to trainees on their performance.

Learner Record (20%)

Participants are required to maintain a learner record throughout the duration of the programme. Particular areas of focus will include those that impacted (positively or negatively) on the training and will include reference to the concepts and theories underlying training delivery, in addition to the training related areas of legislation. The learner record must be submitted within three weeks of the end of classroom delivery.

Word Count: 1,200 – 1,500 excluding appendices.

Duration:

10 evenings (The ideal format is one evening per week for ten weeks. This will give participants adequate time to prepare for the assessment process).

Materials:

Copies of PowerPoint slides and handouts covering course content will be provided to all participants.