

Training & Development (QQI Level 6)

Venues: Letterkenny & Donegal Town
Duration: 80 hours directed learning
To be delivered: 1 full day per week over (approx. 13 weeks)
OR
Evenings 6.00pm—10.00pm weekly (over approx. 6 months)

Preferred Entry Level:

Level 5 Certificate, Leaving Certificate or equivalent qualification and/or relevant life/work experience and the capacity to engage in self directed learning outside of the course.

Booking for this course is by application form only
(You will be asked to attend for interview in order to secure a place on this course)

Cost €400

Application forms can be obtained by contacting:

Donegal ETB
Community Education Programme
Ard Scoil na gCeithre Máistir
Tír Chonail St.
Donegal Town
Co. Donegal

Tel: 074 97 25520

Fax: 074 97 25525



Oideachais Aosaigh
Adult Education



FETAC

Approved by QQI



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Training & Development (QQI Level 6) 30 Credits

Special Purpose Award Code (6S3372)
is made up of the following component certificates:

Module 1
Training Needs Identification and Design
(6N3325)

Module 2
Training Delivery and Evaluation
(6N3326)

This new comprehensive programme is the replacement for the old QQI Train the Trainer Award (E30179) and leads to a full Special Purpose Award (6S3372) as part of QQI Common Awards System



Module 1: Training Needs Identification and Design

Learners should be able to:

- ♦ Examine the internal and external environmental factors influencing training and development requirements
- ♦ Differentiate between the concepts of learning, training, development and education
- ♦ Examine the impact of organisation strategy, policy, vision and mission on training and development
- ♦ Examine the purpose of training and development
- ♦ Outline the benefits of training needs analysis
- ♦ Outline the stages in conducting a training needs analysis
- ♦ Assess a range of approaches and techniques
- ♦ Apply a range of specialised skills and tools in identifying the barriers to training
- ♦ Devise a training plan based on training needs to include a cost benefit analysis

Module 2: Training Delivery and Evaluation

Learners should be able to:

- ♦ Outline the concepts and theories underlying the delivery and evaluation of training interventions
- ♦ Explore the elements which impact on the effectiveness of a training session
- ♦ Demonstrate an awareness of a range of issues i.e. equality, diversity, disability
- ♦ Appraise a range of evaluation models and approaches, tools & techniques used in evaluation
- ♦ Deliver appropriate training content and materials
- ♦ Provide constructive feedback to participants
- ♦ Devise a training evaluation process to include feedback from the trainee.

Programme assessment is on a continuous basis and will require students to review theoretical concepts and apply these in a practical situation.

Assessment methods incorporate:

1. Assignments
2. Projects
3. Skills Demonstrations -Video recorded
4. Learner Record

Programme Overview

The overall aim of the programme is to enable participants to develop the necessary knowledge, skills and confidence to undertake training activities. The programme will enable students to identify and assess training needs and to develop, plan, organise, deliver and evaluate relevant training activities.

This programme is suitable for:

- ♦ Individuals who have an interest in training and development and may wish to pursue it as a career.
- ♦ Individuals who hold training and development responsibilities in organisations.
- ♦ Individuals and teams involved in the design and delivery of training programmes.
- ♦ Consultants who wish to gain a formal qualification in training and development
- ♦ Managers and team leaders who wish to gain an insight into the systematic training process