

QAI Level 5

Training Delivery and Evaluation Occupli Limited Learner Handbook

6N3326

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Course Objectives

On completion of this course, participants will be able to:

- ❖ State the different ways people learn and what motivates this learning.
- ❖ Conduct a training needs analysis.
- ❖ Write Training Objectives.
- ❖ Prepare to deliver a training course.
- ❖ Demonstrate the ability to deliver a training course.
- ❖ Communicate effectively and appropriately with different groups of learners.
- ❖ Effectively evaluate your training course following delivery.

Who Is This Course Intended For?

This course is intended for those who wish to design, deliver, assess and evaluate their own training courses.

Course Content

DAY 1

Course Introduction

- ❖ Introduction & Programme Plan.

Module 1: Training Theories

- ❖ Concepts of training and education.
- ❖ Key principles and methodologies of adult learning.
- ❖ State the different ways people learn and what motivates this learning.

DAY 2

Module 2: Equality & Diversity in Training

- ❖ Responsibilities of the trainer
- ❖ Define equality & diversity
- ❖ Relevant Equality Legislation

Module 3: Training Needs Analysis & Training Course Objectives

- ❖ Identify and analyse training needs.
- ❖ Develop objectives to ensure the training course is effective for learners.

DAY 3

Module 4: Training Design, Delivery and Evaluation

- ❖ Develop a training session.
 - Plan the design, structure and delivery of a training course.
 - Use of visual aids for the training session i.e. overhead, power point slides, flipcharts etc.
- ❖ Evaluate a training course.
 - Evaluate learner progress against learning objectives.
 - Gather input from learners on course effectiveness.
 - Identify opportunities for improvement of delivery.

DAY 4

Module 5: Communication Skills

- ❖ Establish, promote and maintain a positive learning culture.
- ❖ Dealing with “pre-performance” nerves.
- ❖ Conduct practice session for skills demonstration assessment

DAY 5 - Assessment

Assessments

- ❖ Skills Demonstration - To be completed in the form of a 20 minute presentation by each candidate.
- ❖ Learner Record – To be completed in line with the brief provided and submitted by each candidate within 2 weeks of completing the course.
- ❖ Project – To be completed in line with the brief provided and submitted by each candidate within 4 weeks of completing the course.

Participants: Up to 10 Learners

Duration: The programme schedule is flexible. Normally, the programme is scheduled for five days over a three week period. However, this may be adjusted to suit the needs of clients who wish to run a private course



Please Note: While the delivery of the program is over a five day period, it also requires a sizable amount of self directed study. The total duration of the program is set at 150 hours. Candidates should allow for approximately 100 hours of self directed learning.

Special Requirements

Candidates should be familiar with the use of computers and ideally have a working knowledge of PowerPoint.

Please make **Occupli Limited** aware of any special learning needs/requirements to enable you to participate fully in the program. It is **Occupli Limited** policy to support any special requirements of learners during the course program & course assessment.

**Full QQI certification will be provided for each participant.
Each course is subject to course booking conditions. Please contact our office for further details.**

For course application and further details, please contact Occupli Limited on 1850 315 415

Occupli Limited Training
Information for learners in relation to
Training Delivery and Evaluation
(QQI Level 6)

Course Assessment

Assessment of Course

Occupli Limited Training Department implements procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

Summary of learning outcomes to be assessed:

- ❖ Project 40%
- ❖ Skills Demonstration 40%
- ❖ Learner Record 20%

Project

Candidates will be required to complete a project based on a brief devised by **Occupli Limited**. The project will require the candidate to produce evidence of planning, researching, conducting and evaluating a training session. The project also requires the candidate to display theoretical understanding and practical application on a range of specific learning outcomes.

Deadline for assignments: - All projects must be submitted to **Occupli Limited** within 4 weeks of completion of the course. Any projects submitted after this deadline will not be assessed.

Skills Demonstration

Candidates will be required to make a presentation of approximately 20 minutes duration. The presentation will need to address the specific learning outcomes of the candidates chosen subject. Candidates will be required to demonstrate effective communication skills in their presentation using appropriate visual aid e.g. handouts, flip charts, overhead projector.

Learner Record

Candidates will be required to complete a learner record based on a brief devised by **Occupli Limited**. The learner record will be a self-reported and self-reflective record of the participants learning during the course. It will give participants an opportunity to reflect on their learning during the course.

Deadline for assignments: - All learner records must be submitted to **Occupli Limited** within 2 weeks of completion of the course. Any projects submitted after this deadline will not be assessed.

Grading

- ❖ Pass 50-64%
- ❖ Merit 65-79%
- ❖ Distinction 80-100%

Recognition of Prior Learning

Learners may be assessed on the basis of their prior knowledge and experience. Providers must be specifically quality assured to assess learners by this means. To do so they must complete B10, see Provider's Quality Assurance Guidelines and be included on the Register of RPL approved providers. See RPL Guidelines and www.QQI.ie/rpl for further information and registration details.

Occupli Limited will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to **Occupli Limited** to support the request.

Materials required for the skills demonstration: - PowerPoint presentations must be used for the delivery of the presentation.

Behaviour during an Examination:

- Learners may not communicate in any manner with anyone other than the invigilator during the assessment.
- Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.
- Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.
- Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.
- Learners must clearly label all work handed back to the invigilator with their name

Complaints: - All Learners are given the opportunity to submit feedback at the end of the course. Feedback is encouraged throughout the course also, which can be made directly to the Trainer or to a Training Administrator. This can be submitted by phone at (021) 497 8100, or by email to info@occupli.com

Authorship Statement: - All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with the assignment.

When assignments are e-mailed to an Occupli Limited e-mail address the e-mail will be taken as evidence that the work submitted is the original work of the candidate and will be accepted as the Authorship statement for the assignment. The e-mail address given in the personnel details form will be taken as the official e-mail address from the candidate

Equality & Diversity: - Occupli Limited Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

Occupli Limited recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the Occupli Limited office for further details on 021-4978100 or 0818 315 415.

Learners with learning disabilities and special requirements: - If any learner has special requirements to complete the assessment of this course, please make it known to the instructor. It is Occupli Limited policy to support any special requirements of learners during the course program & course assessment.

Access, Transfer & Progression: - It is Occupli Limited intention to recognise a learner's prior learning and to promote an equitable and fair admission process whilst also providing programs of study which facilitate learners who wish to transfer or progress to other programs leading to recognized awards.

Award/Certification

QQI Level 6 – 6N3326 – www.qqi.ie

Appeals/Repeats Process: - Any learner may appeal or repeat a result of an assessment. A learner may register an appeal within 14 days of receiving a result from Occupli Limited.

Assessment malpractice: - Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are:

- ❖ Cheating in the examination

- ❖ Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
- ❖ Pretending to be somebody else
- ❖ Fabricating evidence or results
- ❖ Failing to follow the instructions of an examination invigilator
- ❖ Bringing unauthorised materials into the examination

Occuppli Limited will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

Occupli Limited Learner Charter

Occupli Limited Mission Statement

'To provide flexible and quality based health & safety training programmes to the highest national standards. We offer best value training solutions to meet our client's learning needs and are committed to continually improving our training programmes through systematic evaluation and valued client feedback'

To support our mission statement, we have developed this Learner Charter which details the standard of services you can expect from us.

Occupli Limited will strive to ensure:

- that our training courses are relevant to the current and future industry needs.
- the promotion of equality for all learners and the recognition of the diversity of all learner groups.
- a safe and healthy training environment for all learners.
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- the provision of clear and relevant information on all programmes.
- all learner personal information is handled sensitively and in accordance with the Data Protection Act.
- all training is completed by experienced and qualified staff who deliver well prepared and up to date lessons and training sessions using a range of learning techniques.
- that all assessment is fair and consistent.
- all learners have opportunities to give feedback on our services.
- that all queries and complaints are dealt with in a professional, consistent and timely manner.