QQI - Course Profile Sheet

COURSE TITLE:	COURSE CODE:
Training & Development (Combined 2 Module Course)	**6S3372**
Training Needs Identification and Design	**6N3325**
Training Delivery & Evaluation	**6N3326**

NQF Level: 6	Credit Value: 30	Category of Award: Special Purpose Award

Course Duration:	6 days	
Entry Criteria:	To access this award the learner should have reached the standards of knowledge, skill and competence associated with level 5 of the National Framework of Qualifications. This may have been achieved through a formal qualification or through relevant life and work experience.	

Training Needs Identification and Design 6N3325 – 15 Credits (2 Days)

Course Outcomes: By the end of this training course you will:

1. Outline the benefits of training needs analysis at an organisation and/or individual.
2. Assess a range of approaches and techniques to conduct a training needs analysis.
3. Outline the stages of, and conduct a targeted training needs analysis.
4. Devise a training plan based on a systematic training needs to include user suitability, content, resources, and cost-benefit analysis.
5. Examine the impact of an organisation's strategy, policy, vision, and mission on the development of suitable training.
6. Apply a range of performance management approaches in the context of training and development needs.
7. Carry out a Gap analysis of knowledge, skills and attitudes as part of the overall TNA.
8. Design a specific training intervention, incorporating a range of design factors grounded in adult learning theory and technical know how.

Training Delivery & Evaluation 6N3326 – 15 Credits (4 days)

Course Outcomes: By the end of this training course you will:

1. Compare concepts and theories underpinning the development & delivery of training.
2. Identify issues that are likely to impact the effectiveness of a training session for example group dynamics, learning environment, engagement, teaching methods etc.
3. Increase their awareness of a range of issues to include equality, diversity and disability in the context of current legislation with regard to training diverse groups.
4. Select appropriate training materials and aids to support training content.
5. Appraise a range of evaluation models, approaches, tools and techniques used in the evaluation and monitoring of a training and development intervention and provide constructive feedback to participants.
6. Design effective evaluation tools, suited to a training session: these tools should enable the trainer to determine whether or not training needs were met and the learning outcomes achieved.
7. Provide effective strength-based feedback to course participants.
8. Evaluate the overall effectiveness of the training using the evaluation tools selected.
9. Develop a self-improvement action plan.

Assessment Format:	**6N3325** Assignment 40% Project 60%	**6N3326** Project 40% Skills Demonstration 40% Learner Record 20%
Progression Options:	Successful completion of this component award enables the learner to transfer to programmes leading to other certificates where this component is a mandatory or an elective requirement.	

Policy on Reasonable Accommodation:	If you as a learner are aware of any challenge that may prevent you from succeeding on this programme of learning please be aware that you may apply for 'reasonable accommodation' as part of our policy on Fair and Consistent assessment of learners Section 6:4. In most cases we are in a position to offer a reasonable accommodation remedy at no extra cost to the learner. In some instances, a fee may be applied. Applications for reasonable accommodations are examined on a case by case basis as no two learning challenges are the same. In instances where a fee would need to be applied the learner would be notified in advance.
English Language Proficiency:	This course is delivered and assessed in English and is suited to learners with a language proficiency ranging from CEFR B2 – C2. If you are unsure about your level of language proficiency, we will provide a simple English language assessment for your convenience.
Additional Charges:	We make every effort to ensure that all services associated with your course fall within the course fees as advertised. Other services that learners may need to avail of but fall outside of the course fees are: • Late Submission/Extension fees - €60 • Resubmission of assessment for remarking €40 (1st Assignment) & €20 (all subsequent assignments). • Tutorials 75€ per hour. • Please see learner handbook page 40 for more information and exemptions.

For Further information on this course contact our office on 051 385720 or email Jim@newlinkstraining.com