

Level 3 Award in Training Skills and Practice Syllabus

A Roles and responsibilities

Candidates should understand their own role, responsibilities and boundaries of role in relation to training and be able to:

- i Recognise the responsibilities of trainers and those who have an effect on their work.
- ii Recognise the importance of matching the training material to the needs of the learners.
- iii Explain the need for record keeping.

B Learning styles and preferences

Candidates should understand appropriate training and learning approaches in the specialist area and be able to:

- i Identify and demonstrate relevant approaches to training and learning, in relation to the specialist area.
- ii Recognise the factors that influence learning and use a simple but effective structure for identifying and accommodating different learning preferences in any training situation.
- iii Understand how learners have preferences for receiving and assimilating information.

C Training planning skills

Candidates should demonstrate their session planning skills and be able to:

- i Identify appropriate learning outcomes for a specific group of learners.
- ii Design training sessions by carrying out effective planning and preparation that takes account of the needs of the learners.
- iii Select different and diverse training resources for a specific session.

D Training styles and communication

Candidates should understand how to deliver inclusive sessions that motivate learners and be able to:

- i Recognise ways to establish ground rules with learners, which underpin appropriate behaviour and respect for others.
- ii Explain and demonstrate good practice in giving feedback to learners to ensure a process of continuous improvement.
- iii Communicate appropriately and effectively with learners, using a variety of different methods.
- iv Evaluate training to ensure a process of continuous improvement.

E Training assessment

Candidates should understand the use of different assessment methods and the need for record keeping and be able to:

- i Understand a variety of different ways of assessing the effectiveness of training and measuring results.



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