



Office & Training Solutions Ltd
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Train The Trainer – FETAC Level 6 – 3 day training course

This programme is aimed at new and experienced trainers and is designed to equip participants with the knowledge and skills necessary to design, assess and evaluate training programmes and embraces a range of highly participative learning methods and features.

Programme Objectives

- Understand the different learning styles
- Understand the functions and processes of learning and training
- Evaluate different approaches to training
- Appreciate the importance of training on an individual, social and economic level
- Work effectively with a range of learner groups
- Design, deliver and evaluate training programmes
- Develop and implement appropriate assessment methods

Entry Requirements

Participants are required to have achieved Leaving Certificate or an equivalent level of qualification

Programme Plan

Day 1

- Unit 1 - Theory of Training and Adult Learning
- Unit 2 - The role of the trainer
- Unit 3 - Training Needs Analysis and Programme Design

Day 2

- Unit 4 - Preparing for Training Delivery
- Unit 5 - Delivery and Assessment
- Unit 6 - Evaluation of Training Delivery

Day 3

- Skills Demonstration (15 minutes– see below)
- Feedback/Assessment
- Support on completion of assignment

Skills Demonstration

Candidates will be assessed in the following areas via a formal 15 minute presentation:

- Presentation Skills
- Use of visual aids
- Use of learning materials
- Addressing of objectives

The presentation should address the specific learning objectives of the candidates chosen subject, as agreed with the tutor and demonstrate effective communication skills through the use of appropriate visual aids e.g. demonstrations, handouts, flipcharts, PowerPoint presentation, etc.

The skills demonstration carries 50% of the marks.

Assignment

Candidates will be required to carry out an assignment and produce evidence of planning, researching, conducting and evaluating a training session. The assignment should identify theoretical understanding and practical application, on a range of specific learning outcomes and can take the form of a case study, action research or a reflective piece of work which will require the candidate to research and present information in relation to adult learning.

The assignment will be given to the delegates at the end of the course and must be submitted 4 weeks following course completion.

The assignment carries 50% of the marks.

FETAC CERTIFICATION

This course is certified by FETAC (Further Education and Training Awards Council) and participants will gain one credit at FETAC Level 6. FETAC gives people the opportunity to gain recognition for learning in education and training centres, in the work place and in the community. The FETAC Assessment periods are February, June, October and December and certificates are issued within approximately 2 months of each assessment period.