

A practical qualification suitable for new and experienced trainers delivering short training sessions in the workplace.

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# DELIVERING TRAINING

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Level 3 Award

**TEACHING MATTERS**

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# About the Programme

## Overview

Teaching Matters are the sector leaders in the development of teachers, delivering hands-on and practical education and training courses. All participants will benefit from an interesting and challenging programme, delivered by experts in their field.

Our team bring their experience and skills to the programme, delivering a high-quality pathway of learning and study. In addition, each candidate will receive individual coaching through the programme, including observations of their practice and developmental feedback.

At the heart of the programme is the commitment to developing people into dual professionals; staff who are experts in their vocation, working to develop knowledge and skills that make them highly effective teachers and trainers.

## How long is the course?

- The course is approximately 12 hours (including assessment) and is flexible in method and type of delivery to suit any organisation's requirements.

## What will I achieve?

- Highfield Level 3 Award in Delivering Training



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# Who is the course for?

The Level 3 Award in Delivering Training is a practical qualification suitable for new and experienced trainers delivering short training sessions in the workplace. It is designed for those new to training and for those who wish to improve their delivery and obtain a training qualification that will also enable them to deliver regulated qualifications.

It will provide a good basis to help trainers get a 'foot first' into training. The focus is on the effective delivery of training, allowing individuals to develop planning, preparation and delivery skills, including delivery methods, questioning techniques and time management.

It is mainly aimed at those who will use pre-prepared training materials to deliver training within the workplace, for example in-house training, as opposed to a training qualification that is more focused on procedures, protocol and regulatory requirements, such as education and training.



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# What are the learning outcomes?

The learning outcomes and assessment criteria are designed to give you the very foundation of good practice in a training environment from how to plan and prepare for an engaging training session; how to engage and motivate your learners; and how to assess progress has been made.

## 1. Be able to plan and prepare a training session

- 1.1 Prepare for training delivery
- 1.2 Select delivery methods and resources to meet the needs of the subject and of the learners
- 1.3 Prepare a simple timed plan

## 2. Be able to deliver a training session

- 2.1 Select and demonstrate delivery strategies
- 2.2 Use training materials and resources
- 2.3 Demonstrate the use of assessment strategies during delivery

## 3. Be able to evaluate a training session

- 3.1 Evaluate training delivery
- 3.2 Identify areas for future development



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## How is the course assessed?

In this bite-size course, a 20-30 minute microteaching session will be used to assess for competency at level 3 in delivering training. This will include:

- submitted planning materials
- resources
- assessment strategies used
- an evaluation of your microteach including feedback received from your assessor and identifying areas for future development.

Microteaching is a technique aiming to prepare trainee teachers and trainers to the real classroom setting (Brent & Thomson, 1996).

## Progression

Individuals achieving this qualification can progress onto further learning areas, including:

- Highfield Level 3 award in Education and Training (RQF)
- Highfield Level 4 Certificate in Education and Training (RQF)
- Highfield Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)

# Contact

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