

Accreditation : This Module is a Nationally Accredited Course
Title : **BSZ404A – TRAIN SMALL GROUPS**
Field Of Study : **TRAINING**

What is this course all about?

This unit covers the requirements for planning, delivering, and reviewing training provided for the purposes of developing competency on a one-to-one or small group basis.

When you have finished this course you will be able to demonstrate your ability to:

Prepare for training

- ❑ Identify & confirm specific needs for training are identified and confirmed through consultation with appropriate personnel.
- ❑ Match training objectives are matched to identified competency development needs.
- ❑ Plan & Document training approached.



Deliver training

- ❑ Conduct training in a safe and accessible environment.
- ❑ Select appropriate training delivery methods to training participant(s) needs, trainer availability, location and resources
- ❑ Employ strategies and techniques, which facilitate the learning process.
- ❑ Discuss objectives of the training, sequence of activities and assessment processes are discussed with training participant(s).
- ❑ Take a systematic approach to training and the approach is revised and modified to meet specific needs of training participant(s).

Provide opportunities for practices

- ❑ Provide practice opportunities to ensure that the participant achieves the components of competency.
- ❑ Implement various methods for encouraging learning to provide diverse approaches to meet the individual needs of participants.

Review training

- ❑ Encourage participants to self evaluate performance and identify areas for improvement.
- ❑ Monitor participants' readiness for assessment and assistance provided in the collection of evidence of satisfactory performance.
- ❑ Evaluate training in the context of self-assessment, participant feedback, supervisor comments, and measurements against objectives.
- ❑ Record training details according to enterprise and legislative requirements;
- ❑ Use results of evaluation are used to guide further training.

Some examples of individuals that will benefit from these courses are: -

- ❑ trainers/teachers and assessors;
- ❑ team leaders/supervisors/managers/employers;
- ❑ participant/employee/learner;
- ❑ technical experts;
- ❑ government regulatory bodies;
- ❑ union/employee representatives;
- ❑ consultative committees;
- ❑ users of training information such as training providers, employers, human resource departments;
- ❑ State/Territory Training/Recognition Authorities;
- ❑ assessors/training partners.

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Description of the specific training need and required competency outcomes.
- ❑ Outline of the training approach and steps to be followed;
- ❑ Description of training participant(s) and delivery method(s) to be used;
- ❑ Specific resources required.
- ❑ Outline of the evidence to be collected for monitoring training participant progress;
- ❑ Trainer's self assessment of training delivery;
- ❑ Participant evaluation of training delivery;
- ❑ Evaluation of review comments against plan of training;
- ❑ Records/documentation for monitoring progress of training participant(s).;
- ❑ How the specific training need was determined.
- ❑ How the sequence of the training was determined
- ❑ How appropriate personnel were identified
- ❑ Why particular delivery method(s) were selected
- ❑ How the characteristics of training participant(s) as identified
- ❑ How the resource requirements were established
- ❑ How participant progress was monitored

- ❑ Why and how the training resources were selected
- ❑ How appropriate personnel confirmed training arrangements
- ❑ How participant(s) were informed of:
 - intended training outcomes
 - competencies to be achieved
 - on and/or off the job practice opportunities
 - benefits of practices
 - learning activities and tasks
 - assessment tasks and requirements
- ❑ How constructive feedback was provided to training participant about progress toward competency to be acquired
- ❑ How training participant readiness for assessment was determined and confirmed
- ❑ How records were maintained to ensure confidentiality, accuracy and security.

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Assessment and Workplace Training Competency Standards
- ❑ Relevant competency standards, including industry or enterprise standards of performance.
- ❑ Relationships of competencies to industrial agreements, classification systems and the Australian Qualifications Framework (AQF);
- ❑ Application of relevant workplace policies (eg OHS and EEO) and any relevant legislative or regulatory requirements
- ❑ Competency in unit(s) of competency relevant to the training program
- ❑ Principles of adult learning and competency based training
- ❑ Identification and correct use of equipment, processes and procedures relevant to unit(s) of competencies

What Recognition will you achieve?

Where demonstrated competencies has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate IV level.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of this training program, these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9444-0503 or simply visit our website on www.matrixtraininggroup.com/downloads.php in order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support

