

Accreditation : This Module is a Nationally Accredited Course
Title : **BSZ405A – PLAN AND PROMOTE A TRAINING PROGRAM**
Field Of Study : **TRAINING & ASSESSMENT**

What is this course all about?

This unit covers the requirement for persons to plan a training program. This involves the identification of competencies to meet the needs of a target group and the planning and promotion of appropriate training strategies.

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

Identify the competency needs

- ❑ Identify the client, target group and appropriate personnel are identified and required goals and outcomes of the training program are negotiated and confirmed with the client.
- ❑ Obtain relevant competency or other performance standards for the target group are obtained and verified with appropriate personnel.
- ❑ Determine gaps between the required competencies and current competencies of the target group are determined.
- ❑ Identify current competencies and any relevant characteristics of each participant in the target group are identified using appropriate investigation methods.

Document training program requirements

- ❑ Identify training program goals are identified to specify required knowledge and skill and links to specified units of competency qualification and/or other standards of performance.
- ❑ Ensure training program documentation specifies the range of workplace applications, activities and tasks that must be undertaken to develop the requisite competencies
- ❑ Customize available training programs and resources are customised to meet specific client needs, where required.
- ❑ Identify appropriate grouping of activities is identified to support formative and summative assessments.
- ❑ Prepare overview of training sessions including appropriate timing and costs is prepared and confirmed with appropriate personnel including those relating to language, literacy and numeracy and specified in documentation.

- ❑ Identify & specify methods of supporting and guiding participants within the target group are identified and specified.

Identify program resources

- ❑ Ensure resources required for the program are identified and approved by appropriate personnel and allocated to meet training participants' characteristics are allocated.
- ❑ Identify and arrange safe and accessible training environment are identified and arranged to support the development of competencies.
- ❑ Ensure arrangements are made with personnel required to support the training program.
- ❑ Maintain a register of training resources is maintained and held in an accessible form.

Promote training

- ❑ Provide advice on the development of the training program is provided to appropriate personnel.
- ❑ Ensure information on planned training events is made widely available, utilising a variety of methods.
- ❑ Monitor promotional activities are monitored for effectiveness in collaboration with the client and appropriate personnel.

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.
- ❑ assessment/training partners.

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

- ❑ Description of client, target group and appropriate personnel.
- ❑ Analysis of training needs of target group;
- ❑ Documentation on consultations with appropriate personnel throughout the program development phase;
- ❑ Outline of training program goals and supporting documentation including variables which may impact on the achievement of program goals.
- ❑ Documentation on training resources and any other requirements for the training program;
- ❑ How client, target group and appropriate personnel were identified;
How required competencies were determined to meet the client needs;
- ❑ Why there is a need for training as opposed to other non-training alternatives;
- ❑ How the need for training was verified with appropriate personnel;
- ❑ How appropriate personnel approved training program resources;
- ❑ How language, literacy and numeracy issues were taken into consideration in the planning process.

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);
- ❑ Relevant workplace policies and procedures that apply to that work and (any) related legislation on regulatory requirements (eg OHS and anti-discrimination regulations)
- ❑ 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 have 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 each module 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) 9854-6124 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