

Accreditation : This Module is a Nationally Accredited Course
Title : **BSZ406A – PLAN A SERIES OF TRAINING SESSIONS**
Field Of Study : **TRAINING & ASSESSMENT**

What is this course all about?

This unit covers the requirement for persons who implement a training program for a target group. This involves planning a series of training sessions to meet the identified competency requirements of the target group.

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

Identify training requirements

- ❑ Current competencies of the target group are identified.
- ❑ Relevant training package documentation or approved training course documentation is obtained where applicable.
- ❑ Qualification requirements, competencies, and/or other performance standards to be attained are interpreted.
- ❑ Training requirements are identified from the gap between the required competencies and the current competencies of the target group.
- ❑ Training requirements are confirmed with appropriate personnel.

Develop outlines of training sessions

- ❑ The training program goals, outcomes, performance and underpinning knowledge requirements are identified.
- ❑ The training program requirements, workplace application, activities and tasks required to develop the requisite competencies are analysed
- ❑ A range of training delivery methods are identified which are appropriate for:
 - the competencies to be achieved;
 - training program's goals;
 - characteristics of training participants;
 - availability of equipment and resources;
 - Industry/enterprise contexts and requirements.

- ❑ Training session outlines are mapped against required competencies and deficiencies are identified and addressed.
- ❑ Special requirements for resources, particular practice requirements and training experiences are documented.
- ❑ Methods of supporting and guiding training participants including appropriate training resources, language literacy and numeracy support are specified.

Develop training materials

- ❑ Available materials to support the training program are checked for relevance and appropriateness in terms of the language, style, characteristics of training participants and copyright.
- ❑ Existing materials are customised or resources are developed to enhance the learning capability of training participants to achieve in the delivery setting.
- ❑ Instructions for use of learning materials and any required equipment are provided.
- ❑ Copyright laws are observed.
- ❑ Training resource costs are identified and approvals are obtained from appropriate personnel.
- ❑ Documentation, resources and materials developed or used are clear and comprehensible.

Develop training sessions

- ❑ Training session plans are developed to meet the goals of the training program.
- ❑ Training session plans specify session-planned outcomes.
- ❑ Opportunities are created within training session design for participants to manage own competency acquisition and apply the relevant competencies in practice.
- ❑ Session plans identify delivery methods which are appropriate for:
 - the competency to be achieved;
 - training program's goals;
 - training participants' characteristics;
 - language, literacy and numeracy skill level of training participants;
 - learning resources and facilities to be used;
 - equipment and consumable resources available;
 - industry/enterprise/workplace contexts and requirements;
 - each outlined training session.
- ❑ Training sessions are designed to measure participant progress towards the program goals
- ❑ Sequence and timing of the training sessions are documented.

Arrange resources

- ❑ Resources required for the training sessions are identified and, where special access is required, approved by appropriate personnel.
- ❑ Appropriate training locations are identified and arranged;
- ❑ Arrangements are made with (any) additional personnel required to support the training program;
- ❑ The training environment arranged is safe, accessible and suitable for the acquisition of the identified competencies;
- ❑ Learning resources, documentation on required competencies, assessment procedures and information on available support for training participants is organised and held in an accessible form.

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.
- ❑ language, literacy, numeracy specialists
- ❑ assessment/training partners.

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

- ❑ Description of target group, characteristics of training participants and appropriate personnel.
- ❑ Outline of training program requirements to deliver training sessions, including any variables to meet to meet the characteristics of training participants;
- ❑ Training session plans;
- ❑ Samples of training materials.
- ❑ Documentation of resources, assessment procedures and support needed in training delivery;
- ❑ How appropriate personnel were consulted;
How consultation took place with appropriate how the session plans meet competency requirements and characteristics of training participants;
- ❑ How the training was made accessible and effective for all training participants;

- ❑ How training materials and resources were selected;
- ❑ How training materials were prepared;
- ❑ Why training methods of delivery were selected.
- ❑ How/why training delivery was modified;
- ❑ 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 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 II to 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