

Accreditation : This Module is a Nationally Accredited Course

Title : **BSZ407A – DELIVER TRAINING SESSIONS**

Field Of Study : **TRAINING & ASSESSMENT**

What is this course all about?

This unit covers the requirements for a person to deliver training sessions as part of a training program.

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

Prepare training participants

- ❑ Training program goals and training session outcomes are explained to, and discussed with, training participants.
- ❑ The training program workplace applications, training activities and tasks are explained and confirmed with the training participants.
- ❑ Needs of training participants for competency acquisition are identified.
- ❑ The series of training sessions for the training program are explained to training participants.
- ❑ Ways in which the competencies are to be developed and assessed are explained to, and confirmed with, training participants.
- ❑ Language is adjusted to suit the training participants and strategies / techniques (eg paraphrasing and questioning) are employed to confirm understanding.

Present training session

- ❑ Presentation and training delivery are appropriate to the characteristics of training participants and the development of the competencies.
- ❑ Presentation of training and design of learning activities emphasise and reinforce the components of competency
 - task skills;
 - task management skills;
 - contingency management skills;
 - job/role environment skills;
 - transfer and application of skills and knowledge to new contexts.
- ❑ Presentation and training delivery methods provide variety, encourage participation and reinforce competencies

- ❑ Spoken language and communication strategies / techniques are used strategically to encourage participation and to achieve the outcomes of training sessions.
- ❑ Training sessions are reviewed and modified as necessary to meet training participants' needs

Facilitate individual and group learning

- ❑ The requirements for the effective participation in the learning process is explained
- ❑ Timely information and advice is given to training participants during training sessions
- ❑ Training presentations are enhanced with the use of appropriate training resources
- ❑ Clear and accurate information is presented in a sequence to foster competency development
- ❑ Language is adjusted to suit training participants
- ❑ Training participants are actively involved in sessions by being encouraged to ask questions, clarify points of concern and contribute comments at appropriate and identified stages
- ❑ Training equipment and materials are used in a way that enhances learning
- ❑ Supplementary information is provided to enhance and clarify understanding as required by individuals or the group
- ❑ Key points are summarised at appropriate times to reinforce learning
- ❑ Individual learning and group dynamics are monitored and managed to achieve program goals
- ❑ Language, literacy and numeracy issues are taken into account to facilitate learning by training participants

Provide opportunities for practice and feedback

- ❑ Process, rationale and benefits of practice of competency are discussed with training participants.
- ❑ Practice opportunities are provided to match:
 - specific competencies to be achieved;
 - context of the training program;
 - specific outcomes of the training session.
- ❑ Training participants' readiness for assessment is monitored and discussed with participants
- ❑ Constructive feedback and reinforcement are provided through further training and/or practice opportunities.

Review delivery of training session

- ❑ Training participants' review of training delivery is sought.
- ❑ The delivery of training session is discussed with appropriate personnel at appropriate times
- ❑ Trainer self assesses training delivery against program goals, session plans and Assessment and Workplace Training Competency Standards
- ❑ The reactions of relevant personnel to the delivery are sought and discussed at appropriate times
- ❑ Adjustments to delivery, presentation and training are considered and incorporated.

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.

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

- ❑ Delivery of training sessions in a number of contexts using a range of delivery methods to competency requirements.
- ❑ Training materials and resources
- ❑ Trainers self assessment of their own training delivery
- ❑ Documentation on reaction of appropriate personnel and training participants to delivery of training sessions
- ❑ Changes made to subsequent delivery practices based on feedback by training participants and appropriate personnel
- ❑ How training participants were informed of the:
 - program's goals
 - competencies to be achieved
 - training session outcomes,
 - on and/or off the job practice opportunities,
 - benefits of practice,
 - training activities and tasks,
 - assessment tasks and requirements.

- ❑ How the delivery of the training was conducted to ensure that: training participants were involved in the sessions, language, literacy and numeracy issues were taken into consideration
- ❑ Why particular resource materials were selected
- ❑ How the characteristics of training participants were identified and addressed
- ❑ How readiness for assessment was determined and confirmed with training participants.
- ❑ How constructive feedback was provided to the target group about their progress toward the program's goals.
- ❑ How the group operated in terms of processes and dynamics
- ❑ How feedback from target group was received and program adjusted.

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

- ❑ Knowledge of Assessment and Workplace Training Competency Standards and Assessment Guidelines
- ❑ Relevant competency standards including industry or enterprise standards.
- ❑ 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 (e.g. OHS and anti-discrimination regulations)
- ❑ Competency in unit(s) of competency relevant to the training program
- ❑ Identification and correct use of equipment, processes and procedures relevant to unit(s) of competencies
- ❑ Understanding of the principles of adult learning and competency based training as applied to target group
- ❑ Design and / or customisation of effective learning resources
- ❑ Requirements for compliance with copyright law for resources used in training
- ❑ Skills in facilitating group and individual learning in specific contexts
- ❑ Knowledge of training delivery methods / strategies

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 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