

Accreditation : This Module is a Nationally Accredited Course

Title : **TAADEL301C – PROVIDE TRAINING THROUGH INSTRUCTION & DEMONSTRATION OF WORK SKILLS**

Field Of Study : **HUMAN RESOURCE MANAGEMENT**

What is this course all about?

This unit involves the skills and knowledge and attitude required to organise/conduct training sessions, check the progress of learners and review your own training performance.

Organise instruction and demonstration– TAADEL301C/01

- ❑ Information about learner characteristics and their learning needs is gathered
- ❑ A safe learning environment is confirmed
- ❑ Learners are notified of the training details
- ❑ Instruction and demonstration objectives are gathered and checked and assistance is sought if required
- ❑ Relevant learning resources and learning materials are obtained and checked for relevance and assistance is sought if required in interpreting the contextual application
- ❑ Any equipment or physical resources required for the demonstration are organised

Conduct instruction and demonstration – TAADEL301C/02

- ❑ Interpersonal skills are used to establish a safe and comfortable learning environment
- ❑ The learning program and/or delivery plan is followed to ensure all learning objectives are covered
- ❑ Learners are briefed on any occupational health and safety (OHS) procedures and requirements prior to and during training
- ❑ Techniques are used to structure, pace and enhance learning
- ❑ Communication skills are used to provide information, instruct learners and demonstrate relevant work skills
- ❑ Opportunities for practice are provided during instruction and through work activities
- ❑ Feedback on learner performance is provided and discussed to support learning

Check training performance – TAADEL301C/03

- ❑ Measures are used to ensure learners are acquiring and can use new technical/generic skills and knowledge
- ❑ Personal delivery style and performance in providing instruction and demonstration is reviewed and strategies for improvement are reflected upon
- ❑ Learner records are maintained, stored and secured in accordance with legal/organisational requirements

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

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Teachers

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

- ❑ verbal and non-verbal communication techniques, for example:
 - ask relevant and appropriate questions
 - provide explanations
 - organise and give demonstrations
 - use listening skills
 - provide information clearly
 - engage, motivate and connect with learners
 - provide constructive feedback
- ❑ implement OHS requirements, by acting and responding safely in order to:
 - identify hazards
 - conduct pre-start up checks if required
 - observe and interpret learner behaviour which may put people at risk
- ❑ time management, for example:
 - ensure all learning objectives are covered
 - pace learning
- ❑ reflection skills in order to:
 - identify areas for improvement
 - maintain personal skill development
- ❑ literacy skills to:
 - complete and maintain documentation
 - read and follow learning program/plan
 - read and analyse learner information
- ❑ skills to operate audio-visual and technical equipment
- ❑ interpersonal skills to:

- maintain appropriate relationships
- establish trust
- use appropriate body language
- maintain humour
- demonstrate tolerance
- manage a group
- observation skills to:
 - monitor learner acquisition of new skills/knowledge/competency requirements
 - assess learner communication and interaction skills with others
 - identify learner concerns
 - recognise learner readiness to take on new skills/tasks
- recognising and being sensitive to individual difference and diversity, for example:
 - being sensitive to and valuing culture
 - acting without bias/discrimination
 - responding to individuals with particular needs
 - recognising the importance of religion
- learner characteristics and needs
- content and requirements of the relevant learning program and/or delivery plan
- sources and availability of relevant learning resources and learning materials
- content of learning resources/learning materials
- training techniques which enhance learning and when to use them, e.g. using:
 - instruction and explanation
 - questioning
 - practice
 - written information
 - group/pair/team activities
 - individual activities
 - demonstration
- learning principles (introductory), for example:
 - learning and experience are connected for meaning
 - adults need to know why they are learning
 - adults can self-evaluate
 - adults learn in different ways
- different learning styles, (introductory), for example:
 - visual
 - audio
 - theoretical
 - activist
 - reflective
- OHS, for example:
 - roles and responsibilities of key personnel in learning environment
 - responsibilities of learners learning environment
 - relevant policies and procedures including hazard identification, risk assessment,

- reporting requirements, safe use of equipment and emergency procedures
- hazard identification and risk controls for the specific learning environment
- organisational policies, systems of operation relevant to specific area of training, e.g. job roles, industrial relations requirements

What Recognition will you achieve?

Where a demonstrated competency 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 plus. A certificate will be issued upon successful completion of this module.

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.

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) 9482-6988 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

