

FL 308

Develop training sessions

(Imported Unit L6 from Learning and Development Standards)

This unit has been imported from the Learning and Development Standards so it will look different from the other units in this suite

This is an optional unit at level 3

This unit is appropriate for you if your role involves:

- Developing training sessions for individuals and groups

The activities you are likely to be involved in:

- reviewing different ways of delivering a session
- identifying the types of activities to use in a session
- developing exercises for learners
- deciding on the appropriate use of demonstrations and presentations
- planning instruction materials
- deciding on the appropriate use of individual and group activities
- deciding when one-to-one coaching is appropriate
- reviewing the potential for using technology-based learning and e-learning methods as part of the session
- preparing material and equipment for different types of sessions
- evaluating how effective the session is against learning objectives

What the unit covers:

1. identify options for training sessions
2. deliver training sessions for learners

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Principles and values

You must work within the principles and values of the sector in order to achieve this unit

Place in the NVQ/SVQ Framework

Links to Key and Core Skills

This unit will provide some evidence for the following QCA Key Skills:

Key skills	Core skills
Communication 1. 1, 1.2, 1.3	Communication Intermediate 1
Application of number 1.1, 1.2, 1.3	Application of number Intermediate 1
I T 1.1, 1.2, 1.3	
Improve on learning & performance 3.1, 3.2, 3.3	

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Element FL 308.1 Identify options for training sessions

The National Standard

Performance criteria

You must be able to do the following :

1. Identify the purpose of and necessary outcomes from the training session
2. Produce specific aims and objectives for the session
3. Identify different ways you could deliver the session
4. Consider the appropriate use of technology-based delivery and e-learning
5. Choose ways of delivering the session which meet the aims and objectives of the session
6. Identify the resources you need to deliver the session

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Element FL 308.2 Deliver training sessions for learners

The National Standard

Performance criteria

You must be able to do the following:

1. Ensure all learning material are available
2. Ensure that the method you have chosen will promote equal opportunities and access
3. Include a range of appropriate techniques and activities throughout the session, including technology-based learning
4. Evaluate how effective the session is against the aims and objectives

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Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

The nature and role of learning sessions

1. How to produce aims and objectives for specific sessions
2. How to choose appropriate ways of delivering training in relation to the objectives of the session and learners' needs.
3. How to ensure that the way you have chosen will help individual learners achieve the necessary outcomes of the session
4. How to match the delivery method to the necessary outcomes of the session
5. How to monitor and review learners' progress in the session
6. How to evaluate the effectiveness of the session against aims and objectives
7. How to identify and evaluate changes and developments in technology and e-learning and their relevance to how the organisation deliver learning and development

Principles and concepts

1. How to identify the resources you need to deliver effective learning sessions
2. How to identify and use an appropriate place and environment for effective learning
3. How to assess which materials are the most suitable for learners
4. How to get the necessary resources to deliver the session
5. How to ensure you promote equal opportunities through the material and methods you use

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External factors influencing learning sessions

1. How to evaluate developments in education, training and qualifications which have a direct effect on the design of learning sessions
2. How to analyse and use developments in learning and new ways of delivery, including technology-based delivery and e-learning support

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What you must know and understand

To be competent in this unit, you must know and understand the following:-

KU3A42	The different methods that can be used to publicise Family Learning programmes and the reasons why one method may be more suitable than another in particular situations
KU3A43	The legal restrictions surrounding publicity and information e.g. use of poster in public places, content of printed material, use of unsolicited mail, use of unsolicited electronic mail, content of websites etc
KU3A44	The different languages which are appropriate for different communities
KU3A45	Cultural requirements for communication for the local communities you are trying to inform e.g. format, where information should be displayed or communicated
KU3A46	The reasons why some participants may be reluctant to come to a Family Learning programme
KU3E73	The reasons for maintaining records of recruitment
KU3E81	The financial processes for dealing with fees