



Highfield Level 3 Award in Delivering Training (QCF)

Duration: 2 Days

Overview: Highfield Level 3 Delivering Training is a practical qualification suitable for new and experienced trainers (external and internal) to update their classroom skills. Candidates will also obtain a training qualification that will enable them to deliver regulated qualifications.

This qualification provides a good basis to help learners get a 'foot first' into training. The focus is on the effective delivery of training. This allows learners to develop planning, preparation, and delivery skills; including delivery methods, questioning techniques, and time management.

It's mainly aimed at those who will use pre-prepared training materials to deliver training within the workplace. The Education & Training Qualification is more focused on procedures, protocol and regulatory requirements, such as education and training.

This course is ideal for anyone who has never delivered training before or for trainers who want to reinvigorate their training skills. For example, managers, proprietors, learning and development managers, heads of department and team leaders.

Anyone wishing to deliver training that is publicly funded or wish to register with an organisation would require the five-day Level 3 Award in Education and Training qualification.

Course Outline:

The focus of this qualification is on the effective delivery of training, allowing learners to develop planning, preparation and delivery skills, including delivery methods, questioning techniques and time management.

- Preparing for training delivery
- Selection of delivery methods and resources to meet the needs of the subject and of the learners
- Preparing a simple timed plan
- Selection of delivery strategies
- Training material and resources
- Using assessment strategies during delivery
- Training delivery evaluation and feedback
- Future improvement

How is the qualification assessed?

Candidates will be assessed on the delivery of a microteaching session and will produce a simple timed plan and a self-evaluation report.

What next?

Learners successfully completing this qualification may wish to progress to further qualifications, such as: • Highfield Level 3 Certificate in Education and Training (QCF)

This course is CITB approved for grant aid to registered companies.
Delegates who successfully complete this course will receive a certificate, valid for 3 years

For further information please contact us on:

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