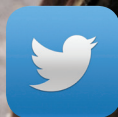




**OPEN
TRAINING
COLLEGE**

Training and Development QQI Special Purpose Award

Become a Nationally Approved Trainer!



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**This is your time!
Invest in you!**

THE OPEN TRAINING COLLEGE, AN AWARD WINNING PROVIDER
OF ACCREDITED PROFESSIONAL TRAINING FOR OVER 25 YEARS



QQI AWARD



AMTA Star Award
Winner 2019



HECA

Higher Education
Colleges Association



ICM

2015/2016

Train to Make the Difference Engage and Inspire!

Accredited Professional Award for Trainers



About the Course

This new Training and Development Award is the nationally approved Level 6 QQI professional qualification for new and experienced trainers.

It will

- Develop and enhance your skills as a trainer
- Provide you with the 'Essential Trainer Toolkit' that will enable you to confidently identify training needs and design, plan, deliver and evaluate quality and engaging training interventions
- Help you understand your role with regard to best practice in adult education, group work, legislation, equality and diversity issues
- Provide you with a nationally recognised accredited training qualification

Audience:

The Certificate in Training and Development is suitable for:

- qualified practitioners who wish to pursue a career as a trainer
- individuals already involved in designing and delivering training as part of a community development project
- team leaders, supervisors and managers required to plan, deliver and/or evaluate training in their workplace

Learning Through

Open Learning
Materials

Online Database
Library/Key Links

Practical
Assignments

Workshops/
Seminars



Supported by

Telephone/
Email/ Online
Tutorials

Assignment
Feedback

Extensive Online
Learning
Supports

Help Desk

Workplace
Support

The OTC Supported Open Learning Model

Key Features

Practical

Our approach is practical, constructive and engaging.

The course materials and assessments deal with training and development issues relevant to your sector. This makes it much easier to apply what you learn.

Participants will have opportunities to network, share experiences and discuss practical issues with peers.

Student Centred

Our courses are designed to accommodate the pressures and responsibilities that you face as a busy practitioner. Its mixture of workshops, tutorials, and online learning will allow you balance your work, life and college commitments.

Participants will be supported by a highly experienced tutor. They will receive face to face and online support during the workshops and can avail of telephone and/or email tutorial support during their studies.

Relevance

We work in partnership with over 120 organisations from the human services and nonprofit sector. The College understands the challenges inherent in Training and Development and our training will always be fully cognisant of the context and the needs of your sector such as in the social care/disability sector, the CPD requirement under CORU registration and HIQA regulations. In the community sector, upskilling and relevant training when there can be uncertainty around funding and political support.

Programme Outline

The Training and Development Special Purpose Award (6S3372) consists of two modules and is delivered in a highly interactive and practical manner. The methodologies and approaches used will be tailored to the participants' experience and the application of the theoretical concepts underpinning the Training Cycle.

Module 1 – Training Needs Identification and Design (15 credits) QQI /FET Level 6 Component Certificate 6N3325

Programme Content: (2-day workshop)

- Context of Training and Development and the factors that impact on its role and implementation in the workplace
- Training Needs Analysis – 'the how to guide'
- How to design effective Training Plans based on identified needs

Module 2 – Training Delivery and Evaluation (15 credits) QQI /FET Level 6 Component Certificate 6N3326

Programme Content: (2-day workshop+1-day assessment workshop)

- The role and essential competencies of a Trainer Role
- Best practice in Adult Training and Education
- Training and Delivery in Practice - creating engaging and constructive learning environments
- Equality, diversity and disability in the context of current legislation
- Integrating Evaluation into the Training Cycle – 'the how to guide'

Please note:

Already hold a Train the Trainer (E30179) qualification earned within the last 5 years? You can upgrade to this QQI Level 6 Special Purpose Award when you successfully complete the module, Training Needs Identification and Design, with the OTC.

Assessment

This course will be assessed through a range of methods including written assignments, learner records, skill demonstrations and project.

Course Commitment

Participants will be required to attend 5 workshop days over the course duration. Please note that full attendance is mandatory. Participants will also be required to complete reading and assessment work outside of these workshop days.



Entry Requirements

Be 23 years at time of application **OR** have successfully completed the Leaving Certificate/QQI/FET Level 5 Certificate.

International Applicants must provide appropriate documentary evidence of proficiency in English.

Programme fees

Training & Development Award - €699

(6S3372) Special Purpose Award including QQI Certification and all course materials.

Training Needs Identification & Design

Component Certificate - €375 (6N3325) including QQI Certification and all course materials.

Training Delivery & Evaluation

Component Certificate - €375 (6N3326) including QQI Certification and all course materials.

Graduates of the FETAC Train the Trainer (E30179) enrolling for the Training Needs Identification & Design QQI/FET Level 6 Component Certificate (6S3325), will be awarded the new QQI/FET Level 6 Special Purpose Award in Training & Development (6S3372).



Bespoke Training - “Working Together”

Should you require a bespoke training programme for you or your company we are happy to collaborate with you in designing and delivering courses to suit your company's needs. Please contact Conor to discuss this further.

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