



OTC
OPEN TRAINING COLLEGE

2025-2026

Training and Development QQI Special Purpose Award

Become a Nationally Approved Trainer!



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

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



Train to Make the Difference Engage and Inspire!

Accredited Professional Award for Trainers



About the Course

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

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 regards 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:

- Practitioners who wish to pursue a career as a trainer in accredited programmes
- Individuals already involved in designing and delivering training
- Key Workers, team leaders, supervisors and managers (HR and Training)

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 to balance your work, life and college commitments.

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

Relevance

We work in partnership with over 220 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' experiences and the application of the theoretical concepts underpinning the Training Cycle.

Module 1 - Training Needs Identifications 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 in the Training Cycle - 'the how to guide'

Assessment

This course will be assessed through a range of methods including written assignments, learner reviews, 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.



Studying with the Open Training College

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 - €740

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

Training Needs Identification & Design - €375

(6S3325) Component Certificate including QQI Certificate and all course materials.

Training Delivery & Evaluation - €375

(6S3325) Component Certificate including QQI Certificate and all course materials.



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 Murray to discuss further.

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