Chartered Institute of Environmental Health

Level 3 Award in Training Skills and Practice

Syllabus

A Roles and responsibilities

Candidates should understand their own role, responsibilities and boundaries of role in relation to training and be able to:

i Recognise the responsibilities of trainers and those who have an effect on their work.

ii Recognise the importance of matching the training material to the needs of the learners.

iii Explain the need for record keeping.

B Learning styles and preferences

Candidates should understand appropriate training and learning approaches in the specialist area and be able to:

i Identify and demonstrate relevant approaches to training and learning, in relation to the specialist area.

ii Recognise the factors that influence learning and use a simple but effective structure for identifying and accommodating different learning preferences in any training situation.

iii Understand how learners have preferences for receiving and assimilating information.

C Training planning skills

Candidates should demonstrate their session planning skills and be able to:

i Identify appropriate learning outcomes for a specific group of learners.

ii Design training sessions by carrying out effective planning and preparation that takes account of the needs of the learners.

iii Select different and diverse training resources for a specific session.

D Training styles and communication

Candidates should understand how to deliver inclusive sessions that motivate learners and be able to:

i Recognise ways to establish ground rules with learners, which underpin appropriate behaviour and respect for others.

ii Explain and demonstrate good practice in giving feedback to learners to ensure a process of continuous improvement.

iii Communicate appropriately and effectively with learners, using a variety of different methods.

iv Evaluate training to ensure a process of continuous improvement.

E Training assessment

Candidates should understand the use of different assessment methods and the need for record keeping and be able to:

i Understand a variety of different ways of assessing the effectiveness of training and measuring results.

Stock Code 3TSPSYL



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