

Essentials of Training Delivery (Level 2)

online course

This course provides the learner with an understanding of the training cycle, how to appeal to different learning styles and how to deliver a motivating presentation as well as assess learning. Pitched in a context suitable for both corporate trainers as well as tutors, lecturers or anyone involved in adult learning.

Ideal for those new to training delivery not involved in the full process such as design and evaluation. Also, an essential course for those who train employees as an additional duty alongside their own role such as team leaders, supervisors and managers. Suitable for those with no prior knowledge.

By the end of the course you will be able to:

- Build knowledge of learning theories, responsibilities and legislation
- Deliver effective, motivating presentations that maximise learning
- Assess learners using various methods and tools

Upon successful completion, you will receive an Essentials of Training Delivery (Level 2) certificate, accredited by OCN Credit4Learning at Level 2.

Online Course - Estimated Duration: 16-20hrs

Professional Training Practice (Level 3)

online course

This course provides learners with an in depth knowledge of all areas of the training cycle. Aimed at those working within Learning and Development in the workplace. In addition to corporate trainers, this course is also suitable for tutors, lecturers or anyone involved in adult learning.

Ideal for those working, or moving into a training role that requires full involvement in all aspects of the training cycle including planning, design, delivery, assessment and evaluation. Suitable for those with no prior knowledge, as well as experienced trainers looking to fill knowledge gaps and gain recognition.

By the end of the course you will be able to:

- Explain learning theories, responsibilities and legislation
- Perform a training needs analysis of the organisation
- Assess the learning needs of individuals and groups
- Plan and design inclusive learning programmes
- Deliver effective, motivating presentations that maximise learning
- Assess learners using various methods and tools
- Evaluate learning programmes for return on investment / expectation

Upon successful completion, you will receive an Professional Training Practice (Level 3) certificate accredited by OCN Credit4Learning at Level 3.

Online Course - Estimated Duration: 35-40hrs

Level 3 Award in Education and Training (QCF)

classroom or distance learning

Formerly known as PTLLS, the HABC Level 3 Award in Education and Training (QCF) is aimed at learners aged 19+ and has been designed to provide an introduction to teaching for individuals who would like to work or currently work within FE Colleges, Independent Training Providers and/or Local Authorities.

It can meet the needs of a range of trainee teachers, such as:

- Individuals not currently teaching or training – achievement of the qualification does not require prior knowledge or practice.
- Individuals currently teaching and training, including those new to the profession, wishing to gain a formal qualification.
- Individuals currently working as assessors who wish to achieve a qualification that provides an introduction to teaching.

Learners will produce a portfolio of evidence throughout the course.

The learner will complete the following units during the course:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding assessment in education and training

Upon successful completion, you will receive a Level 3 Award in Education and Training, recognised on the Qualifications Credit Framework (QCF), awarded by Highfield ABC.

Delivered over 4 days, or distance learning combination (48 GLH) Credit Value: 12

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	Learning Styles and Learning Models	The Teaching / Training Cycle	Roles, Responsibilities and Legislation	Safeguarding and Supporting Learners	Equality and Diversity	Record Keeping and Quality Assurance	Training Needs Analysis (TNA)	Individual Learning Needs (ILN)	Group Learning Needs (GLN)	Learning Aims and Objectives	Maximising Learning	Embedding Functional Skills	Lesson Planning	Establishing Ground Rules	Icebreakers and Energisers	The Learning Environment	Presentation Skills	Assessing Learning	Summative Assessment Methods	Formative Assessment Methods	Providing Constructive Feedback	Return on Investment (ROI)	Return on Expectation (ROE)
Essentials of Training Delivery (Level 2)	✓	✓	✓	✓	✓									✓	✓	✓	✓	✓	✓	✓			
Professional Training Practice (Level 3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Level 3 Award in Education and Training	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓