



Level 3 Award in Delivering Training Course Fact Sheet

01452 502113

www.envesca.co.uk

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Level 3 Award in Delivering Training

Course Aim

This qualification is aimed at those who will use pre-prepared training materials to effectively deliver training within the workplace. It will give you the expertise you need to be able to carry out in-house training to your team or external training for your customers.

It is a generic training qualification and therefore the skills can be applied to any type of training role whatever the business sector you are in.

Who Should Attend

This course is ideal for anyone who has never delivered training before or for trainers who want to reinvigorate their training skills, such as Managers, Proprietors, Learning and Development Managers, Heads of Department, Team Leaders.

It is perfect for new and experienced trainers who wish to improve their classroom skills and obtain a training qualification that will also enable them to deliver regulated qualifications with an awarding body, such as the Highfield Awarding Body for Compliance or Qalsafe.

Course Length

Three days

Entry Requirements

The course is suitable for candidates aged 16+ who have the potential to study at this level, which has the same level of demand as that of study for A-levels.

It is recommended that candidates should have a minimum of Level 2 in English or equivalent to undertake this qualification.

The Content

- How people learn and the features of inclusive teaching and learning.
- Understanding the different learning styles.
- Strengths and limitations of teaching and learning approaches.
- Why it is important to provide opportunities for candidates to develop their English, Maths, ICT and wider skills.
- Selecting teaching and learning approaches, resources and assessment methods to meet candidates' needs.
- Engaging and motivating candidates and how to maintain their interest.
- Establishing ground rules for a training session and consider health and safety.
- Understand the practicalities of venues, equipment and resources.
- Appropriate use of icebreakers and energisers.
- Develop a simple timed lesson plan.
- Writing course aims and training outcomes.
- How to structure your training to get the right balance of input and activity.
- Know how to use training materials and resources to plan training delivery.
- Demonstrate good communication to develop rapport with candidates.
- How to provide constructive feedback.
- Demonstrating your new skills by providing a "micro-teach" session to your fellow candidates.
- Reviewing the effectiveness of your "micro-teach" session.
- Identifying areas for improvement in future training delivery.

Accredited By

This course is accredited by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). **This course is also available as a non accredited option.**

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The Benefits

By attending the course, your employees will understand how to plan, deliver and evaluate training programmes. They will know how to make their training more inclusive, engaging and effective.

On returning to the workplace, they will have the confidence and skills needed to deliver effective training within your business.

In addition, not only is your business and your customers protected, but you will also be able to prove due diligence through training records and certificates.

OFQUAL Accredited Yes
603/2930/0

RQF Yes
T/616/8747(2 Credits)

What Is Included?

- Training in a friendly and relaxed learning environment
- Envesca's proven track record of fantastic results
- Knowledge and guidance from experienced time-served trainers
- Course materials
- Refreshments throughout the course during public courses
- All examination fees plus certification costs
- The protection of Envesca's genuine "no risk" guarantee
- Excellent after care from a supportive team

Rave Reviews

"I gained so much from this course and particularly enjoyed the style in which the trainer, on the three days, delivered the course and put us all at ease."

Nigel Collins
Oxford Private Care

"The course had a good mix of theory and practical elements and even though I have been training for several years I learnt a lot that I am looking forward to incorporating into my sessions. Alan was a fantastic trainer and made each area of the programme come to life with his knowledge and experience. I thoroughly recommend both him and Envesca!"

Jennie Bishop
Turnstone Training

Delivery Methods

- In-House
(Maximum of 6 candidates per course)
- Public Courses

Assessment Methods

Assessment is by a practical assessment (micro-teach session) delivered on Day 3 of the course. Candidates must complete an assessment pack which includes a lesson plan and self-evaluation report.

There are no specific entry requirements for this qualification; however, there is a considerable amount of written work to be completed. This will involve reading of supplied reference books, researching specific topics, applying theory to practical scenarios and demonstrating knowledge and understanding through written work. Therefore, candidates should have a good standard of written and verbal communications skills and be prepared to undertake a considerable

Refresher Recommendation

Awarding bodies require you to undertake Continuing Professional Development (CPD) on a regular basis and attending this course every 3-5 years would be seen as good practice. We would also be happy to arrange a 1 to 1 review of your training skills as part of your ongoing CPD programme.

Suggested Progression

On successful completion of this qualification, candidates may wish to continue their development by undertaking one of the following qualifications:

- Level 3 Award in Education and Training.

Rave Reviews Continued

“I would describe the course as informative, interesting and enjoyable. I learnt how to use different resources to improve my presentations and the course challenged me to come out of my comfort zone.”

Emma Griffiths

MH Foods

“I thought the course was professional and welcoming. The key lesson for me was the importance of planning your training session. I would definitely recommend this course and Envesca to others wishing to improve their training skills.”

Nathan Henderson

Interserve Facilities Management

Our Promise

"To make every Envesca Experience Outstanding"

Our Range of Services



Management



CIEH eLearning



Early Bird Discount



Social Care



First Aid



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Food Safety



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Group Discount



Fire Safety



Environmental



Train the Trainer

Training - Consulting - Supporting