



**OTC**  
OPEN TRAINING COLLEGE

# Training and Development QQI Special Purpose Award

Become a Nationally Approved Trainer!



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



QQI AWARD



AMTAS STAR Award  
Winner 2019



**HECA**

Higher Education  
Colleges Association



**2022-2023**

# 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 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:

- practitioners who wish to pursue a career as a trainer of 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 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 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' 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'

## 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.



## 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.

## Contact us

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