

Training & Development – Competency Standards

Unit of Competency

Functional Area: Training Approach and Delivery

1. Name : Training Methods

2. Code : TDZZAD402A

3. Level : 4

4. Credit : 2 units (1 QF unit is equivalent to 10 notional hours of learning)

5. Range : Skills and techniques of selecting and applying appropriate means and ways (at least six out of the following list) to achieve learning goals.

6. Competency : Performance Requirements

Knowledge and Intellectual Skills

- Able to have means and resources to acquire a broad knowledge to integrate various types of training methods such as lectures, games, demonstrations under different circumstances, role play, group discussion, case study, video show, debriefing, e-learning, experiential learning & debriefing, brain-storming, Q&A, simulation, experience sharing, story telling, after-action review, self-learning, planned reading, project assignment, action learning, etc.
- Able to assist the supervisor to analyze the background of trainee(s) such as educational level, experience, physical fitness, etc. to select suitable methods.
- Able to assist the supervisor in applying planned training methods and flexible in using other appropriate methods under unstructured circumstances.
- Able to assist the supervisor to apply appropriate methods and aids such as group discussion for stimulating responses from trainees.

Process

- Able to adopt specific training methods such as visit, demonstration, consultation and to make adjustments for ad hoc activities.
- Able to suggest to the supervisor in selecting the appropriate training methods to help trainee(s) achieve the set training objectives.
- Able to observe reaction and analyze feedback/comments from trainee(s) for the supervisor to modify the training methods being applied or to be applied in future.

Application, Autonomy and Accountability

- Able to supervise junior staff in preparing materials, tools, equipment, facilities etc. required in the course of using different training methods.
- Able to understand the organization's directives for conducting learning activities adopting related training methods.
- Able to understand the organization's direction on HR development and resource allocation for designing and applying training methods.
- Able to independently perform the methods instructed by the supervisor.
- Able to implement the training methods under a safe condition.
- Able to manage the jobs performed by the junior staff up to required standards.

Communication, IT and Numeracy

- Able to deliver messages effectively by verbal, non-verbal or written channels, when implementing the selected methods.
- Able to use audio-visual aids to arouse the interests of the audience in both familiar and non-routine situations.
- Able to reflect to the supervisor of the latest information and happenings related to the applied methods.
- Able to use common IT software like PowerPoint in preparing training materials for the training activity where related training methods are used.
- Able to assist the supervisor in collecting feedback from trainees for improvement in the training methods.

7. Assessment Guideline

For trainee-oriented learning, the trainer must be able to demonstrate the capability to communicate effectively with the supervisor and junior staff when implementing different training methods to different training scenarios in order to deliver the desired outcomes.