

# **Training & Development – Competency Standards**

## **Unit of Competency**

### **Functional Area: Training and Development Knowledge**

- 1. Name :** Learning Theories
- 2. Code :** TDZZKL404A
- 3. Level :** 4
- 4. Credit :** 1 unit (1 QF unit is equivalent to 10 notional hours of learning)
- 5. Range :** Demonstrate understanding and able to make use of the main adult learning theories to help design training programs, choose the right approach, and implement programs.

#### **6. Competency : Performance Requirements**

##### **Knowledge and Intellectual Skills**

- Has means and resources to acquire a broad knowledge base on learning theories and their application in training and development.
- Be able to use the basic knowledge of learning theories in planning training programs, and in implementing the training.
- Be able to use the basic knowledge of learning theories in largely familiar training programs, and also able to extend the same to new and unfamiliar training situations.
- Be able to make use of some special knowledge and skills of the learning theories, such as reaction and learning levels, to generate the necessary responses.

##### **Process**

- Be able to assist in the use of some creative and non-routine activities to raise the interest and participation level of trainees.
- Be able to assist in planning, choosing, and applying appropriate learning theories to different kinds of training.
- Be able to assist in getting to know the trainees' situation and solving their problem/s in an appropriate professional way.

##### **Application, Autonomy and Accountability**

- Be able to exercise some discretion and judgment in the application of learning theories to training.
- Be able to apply appropriate learning theories to different training sessions independently.
- Understands company policies on HR development, group characteristics, and resource allocation, and be able to apply specific learning theories relevant to these situations.
- Be fully accountable for the outcome of training programs using such learning theories.
- Be able to make effective use of relevant learning theories in training so as to achieve the learning goals.

- Accepts responsibility for the learning outcomes of trainees, for which programs designed and developed based on specific learning theories have been implemented.

### **Communication, IT and Numeracy**

- Be able to explain the rationale behind the use of specific learning theories.
- Be able to apply relevant learning theories in both familiar and non-routine training situations.
- Be able to read and synthesize the updated information on learning theories, and apply them appropriately.
- Be able to use some common IT software in training preparation and delivery.
- Be able to assist in finding out the trainees' current and future training needs, and helps choosing the appropriate learning theories to achieve success in achieving the learning goals.

## **7. Assessment Guideline**

The trainer must be able to assist in selecting and making use of appropriate learning theories to different training/learning/development activities or scenarios at various stages of the training & development program planning, development and implementation in order to achieve the learning goals.