

Training & Development – Competency Standards

Unit of Competency

Functional Area: Management of Training Functions

- 1. Name :** Training Reporting
- 2. Code :** TDZZMN405A
- 3. Level :** 4
- 4. Credit :** 2 units (1 QF unit is equivalent to 10 notional hours of learning)
- 5. Range :** Possessing skills and techniques of preparing summaries of training progress, results and achievements, and communicating effectively with stakeholders.
- 6. Competency : Performance Requirements**

Knowledge and Intellectual Skills

- Possess means and methods to acquire, collect, consolidate, organize, summarize related data to prepare for the content material of the report; possess report writing skills and able to take advantage of the appropriate presentation channels.
- Be able to analyze various sources of data and information and to select the necessary and key information for the report.
- Be able to identify if the results of the training conducted match with the training needs and training plans and able to ask questions and challenge the outcome of the program.
- Be able to analyze the data and information received and make generalization and conclusion of the training results and to generate different recommendations.

Process

- Be able to understand the training need, training plan and the objective of each and every training program.
- Be able to plan and prepare the most appropriate means, method and mechanism to collect information for reporting
- Be able to carry out and execute the data collection as planned.

Application, Autonomy and Accountability

- Be able to consolidate, group and classify the raw data, make analysis and draw conclusions.
- Be able to ask question on and clarify information collected.
- Be able to make recommendations based on the results and conclusions of the report.
- Be able to understand company direction on training, resources allocation for training programs so as to make right recommendations.
- Be fully accountable for the outcome of the report prepared.

- Be able to prepare the report long enough to covering all details but short enough to make it interesting. Be able to write the report with good language quality, format, fonts, diagram, foot-note, reference materials and with proper presentation format.
- Be able to use the right channels to distribute the report and take full responsibility to ensure the report meets both quality and quantity requirements of the organization. Be prepared to answer any questions and queries from readers on the content of the report.

Communication, IT and Numeracy

- Be able to communicate effectively (on a one-to-one, and one-to-many situations) the report and related information.
- Be able to use pictures, table, diagrams, visual aids to attract the targeted readers to read the report fully.
- Be able to reflect and flexibly apply different presentation methods and well aware of the latest update and happenings related to the applied methods.
- Be able to use common IT software in preparing reports.
- Be able to collect information, inputs and feedbacks from diversified sources in order to reach fair judgment.

7. Assessment Guideline

The trainer must be able to demonstrate the capability to communicate effectively with various stakeholders by preparing well written, right-to-the-point, comprehensive, concise and attractive reports in different training scenarios in order to make the training results known.