

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: TR700 TRAINING

AIM OF MODULE:	To provide students with sufficient skills to identify training requirements associated with a new development, to personally prepare a training course and conduct relevant training sessions.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2000
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Training Needs Analysis & Methods				*	30
2. Training Programme Design & Delivery				*	50
3. Training Evaluation				*	20
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					100
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LEARNING OUTCOMES

The student will:

- P 1 Explain methods available for training needs analysis, including organisational, departmental and individual approaches and complete training needs analysis.
- P 2 Design, prepare and deliver at least two training sessions to meet identified needs.
- P 3 Evaluate the two training sessions

CONTENT

1 TRAINING NEEDS ANALYSIS METHODS

- Uses and elements of training needs analysis explained
- The training needs analysis may be related to the introduction of new software, significant elements of a system, or a new system

2 TRAINING PROGRAMME DESIGN AND DELIVERY

- Discuss the appropriateness of workplace training environments; e.g. peer-to-peer, on-the-job, off-the-job, classroom, simulation, programmed, coaching, job rotation, management development, retraining, block courses, apprenticeships, and external courses.
- Identify appropriate methodologies for developing course design
- Design a training course to meet an identified training need
- Prepare instruction and support materials for at least two training sessions
- Conduct at least two training sessions, utilising different training environments for each session.

3 TRAINING EVALUATION

- Discuss principal methods of evaluating training sessions.
- Evaluate each training session
- Evaluation of the training sessions will reveal whether the learning objectives have been achieved.

NOTE

- Training sessions may be of varying length, but must be a minimum of 60 minutes in total.