

PDA in Training and Development for Delivery to Groups

This information sheet is for candidates who have completed Planning and Delivering learning sessions to groups or Planning and Delivering Training Sessions to groups.

Who is this qualification for?

- ◆ Those who deliver training to groups (minimum of 6).
- ◆ Those who have training as part of the job and want to develop knowledge and skills further.
- ◆ Those who want a qualification for delivering learning to others.

What do you have to do?

1. Complete the Planning and Delivering Learning Sessions (PDLSG) to groups unit.
2. You must then complete 3 units by attending one further training day and being assessed in the workplace delivering a training session and completing further work. Some of the evidence will be matched over from the PDLSG.

		Unit title	SCQF level	SCQF credit points	SQA credit
HA4P	34	Reflecting on, Developing and Maintaining own Skills in Training and Development	7	8	1
HA4N	34	Planning, Design and Delivery of Training to Groups	7	16	2
HA4M	34	Assessing Learning and Evaluating Training	7	16	2

The PDA will be achieved through

- Writing statements
- Gathering product evidence such as an action plan of development you will undertake, lesson plans, plan for evaluating the training, evaluations by learners, peer reviews
- Observation of you delivering your training session (this can be filmed)
- Answering questions

Specific aims of the qualification are to provide you with the following skills:

1. To produce objectives and session plans to meet training requirements of the groups
2. To identify and develop training resources for use with groups
3. To deliver planned interactive group training sessions using a variety of methods.
4. To review the effectiveness of the training sessions delivered and of own practice using a variety of methods
5. To analyse and report on the results of the assessment and evaluation
6. To identify own development needs and create an action plan

Outcomes HA4P 34

On successful completion of the Unit the learner will be able to:

1. Evaluate own performance as a trainer.
2. Identify own personal and professional development needs and create an action plan.
3. Monitor own progress towards achievement of objectives in own action plan.

Unit code	Unit title	Evidence from PDL SG	Evidence to achieve the unit
HA4P 34	Reflecting on, developing and maintaining own skills in Training and development	Reflective Account after designing and delivering 2 sessions	<ul style="list-style-type: none"> • Candidate statement • Action plan • Self- reflective Statement

Outcomes HA4N 34

On successful completion of the Unit the candidate will be able to:

1. Produce objectives and session plans to meet training requirements of groups.
2. Identify and develop training resources for use with groups.
3. Deliver planned interactive training sessions to groups using a variety of methods.
4. Review the effectiveness of the training sessions delivered and of own practice.

Unit code	title	Evidence from PDL SG	Evidence to achieve the unit
HA4N 34	Planning, design and delivery of training to groups	Design and delivery of 30 minute learning sessions which were evaluated	<ul style="list-style-type: none"> • 1 lesson plans for 30-40 minute session. • Observation of delivery of 30-40 minute session to minimum of 6 people • Candidate statement

Outcomes HA4M 34

On successful completion of the Unit the candidate will be able to:

1. Explain the principles and purposes of assessment of learning and evaluation of training.
2. Produce an assessment and evaluation plan for Training sessions.
3. Design and use materials to collect information to assess learning and evaluate training.
4. Analyse and report on the results of the assessment and evaluation.

Unit code	title	Evidence from PDL SG	Evidence to achieve the unit
HA4M 34	Assessing learning and evaluating training	Peer reviews and evaluations from 2 sessions (20 and 30 minute sessions)	<ul style="list-style-type: none">• Answer questions• Assessment and evaluation plan• Evaluation results• Evaluation report

Cost: £250 + VAT