

PDA IN TRAINING AND DEVELOPMENT FOR DELIVERY TO GROUPS

Quest

Introduction

Quest (Scotland) Ltd is delighted to offer the accredited qualification **Professional Development Award (PDA) in Training and Development for Delivery to Groups**.

Quest has been delivering a Train the Trainer SQA qualification for a few years and we are excited to be able to offer a new qualification, which gives our customers a choice about how they become an accredited trainer.

The credit points for the qualification is **7 credits**.

The route to achieving this qualification is by firstly completing the Planning and Delivering Learning/Training Sessions to Groups (PDLSG, PDTSG) at level 6 then complete 1 further days training in the class, plus design and deliver a further training session at work, followed by completion of a number of assignments.

The award can be delivered in your **own company** or learners can book onto our **Open workshops**.

There is a separate information pack for the level 6 qualification which you must achieve first.

Programme Outline

Learn

Design

Deliver

Evaluate

Write

1. 1 Day of Training
2. Re-write lesson plan from PDLSG/PDTSG to meet level 7 requirements
3. Design and deliver 1 30-40 minute Training Session at work, to a minimum of 6 learners
4. Prepare an action plan and reflective account of how you will develop Training and Development Skills
5. Prepare an evaluation plan for both lessons, analyse the evaluations and prepare a report
6. Write statements for each Outcome

Day 1



Objectives

- Review methods of evaluating your performance as a trainer
- Considered how to identify learners needs and deal with barriers to learning
- Identified different technology you can use in training sessions
- Discussed assessment methods and evaluation tools and selected what will work for you
- Review evidence required to complete the qualification

The Final Phase

Complete written work and gather evidence

There are 13 pieces of evidence to complete the award. This includes 2 lesson plans, a reflective account and action plan, evaluation plan and analysis, and a number of written statements. Templates will be provided for the statements.

Once completed you'll have achieved the following learning outcomes.

Learning Outcomes

- Evaluate own performance as a trainer.
- Identify own personal and professional development needs and create an action plan.
- Monitor own progress towards achievement of objectives in own action plan.
- Produce objectives and session plans to meet training requirements of groups.
- Identify and develop training resources for use with groups.
- Deliver planned interactive training sessions to groups using a variety of methods.
- Review the effectiveness of the training sessions delivered and of own practice.
- Explain the principles and purposes of assessment of learning and evaluation of training.
- Produce an assessment and evaluation plan for Training sessions.
- Design and use materials to collect information to assess learning and evaluate training.
- Analyse and report on the results of the assessment and evaluation.

What next?

You could carry on to complete a Learning and Development SVQ at level 3 or 4.

Investment £1 100 per person (plus VAT)

Contact Laura@questscotland.co.uk for more information