

PIRFO TRAINING AND ASSESSING STANDARDS

PIRTAA3.01C – Plan, organise and deliver group based learning

Functional area PIRFO Trainer and Trainer &

Prerequisites Assessor None

Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training to a group of trainees.

Elements Performance criteria

- 1. Interpret learning environment and delivery requirements**
 - 1.1 Access, read and interpret documentation related to the learning programme to determine delivery requirements
 - 1.2 Use available information and documentation to identify group and individual learner needs and learner characteristics
 - 1.3 Identify and assess constraints and risks to delivery
 - 1.4 Confirm personal role and responsibilities in planning and delivering training with relevant personnel

- 2. Prepare session plans**
 - 2.1 Refine existing learning objectives according to programme requirements and specific needs of individual learners
 - 2.2 Develop session plans and document these for each segment of the learning program
 - 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery

- 3. Prepare resources for delivery**
 - 3.1 Contextualise existing learning materials to meet the needs of the specific learner group
 - 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions
 - 3.3 Confirm overall delivery arrangements with relevant personnel

- 4. Deliver and facilitate training sessions**
 - 4.1 Conduct each session according to session plan, modified where appropriate to meet learner needs
 - 4.2 Use the diversity of the group as another resource to support learning
 - 4.3 Employ a range of delivery methods as training aids to optimise learner experiences
 - 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management

5. Support and monitor learning

- 5.1 Monitor and document learner progress to ensure outcomes are being achieved and individual learner needs are being met
- 5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances
- 5.3 Manage inappropriate behaviour to ensure learning can take place
- 5.4 Maintain and store learner records according to organisational requirements

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Basic knowledge of learning principles and learner styles
- PIRFO observer programme and subject matter of the delivery
- Learner group profile, including characteristics and needs of individual learners in the group
- Content and requirements of the learning programme and/or delivery plan
- Different delivery methods and techniques appropriate to face-to-face group delivery
- Techniques for the recognition and resolution of inappropriate behaviours
- Behaviours in learners that may indicate learner difficulties
- Organisational record-management systems and reporting requirements

Evaluation and revision techniques

Literacy skills used for:

- Reading and interpreting programme documents
- Preparing a lesson plan
- Record management and reports

Numeracy skills used for:

- Recording results

Critical aspects of competence

Assessment must confirm the ability plan, organise and deliver a training session to a group of PIRFO Observers or Debriefers

Assessment must confirm the ability to:

- Develop a lesson plan for a PIRFO training session
- Facilitate group-based learning when delivering PIRFO training sessions
- Identify and respond to diversity and individual needs
- Access and use documented resources and support personnel to guide inclusive practices.

Assessment must confirm knowledge of:

- Learning principles and learner styles
- Different training methods according to

Context of assessment

Assessment can be conducted at the workplace or in a simulated training environment though ideally some assessment of delivery of a training session would take place in the workplace.

Method of assessment

The following assessment methods are suggested:

- Delivery of two training sessions (real or simulated) of at least 45 minutes duration each that follow a lesson plan developed by the candidate
- Written or oral short answer questions to assess underpinning knowledge
- Examples of lesson plans, reports and other documentation completed by the candidate
- Third-party reports, including reports from PIRFO programme trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.02A and PIRTAA3.03A.

Resources required for assessment

Resources may include:

- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers
- Practical assessment resources (eg. multimedia projector, whiteboard, DVD player)