

PIRTAA3.03C – Design and develop learning programmes

Functional area PIRFO Trainer & Assessor

Prerequisites None

Descriptor

This unit covers the performance outcomes, skills and knowledge to design and develop learning programs for delivery to participants in PIRFO training and assessment programs

Elements

Performance criteria

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|---|---|
| 1. Define parameters of the learning program | 1.1 Clarify purpose and type of learning program with key stakeholders
1.2 Access and confirm the PIRFO competency standards and other training specifications on which to base the learning program
1.3 Identify language, literacy and numeracy requirements of the program
1.4 Identify and consider characteristics of the target learner group |
| 2. Work within the PIRFO training policy framework | 2.1 Access relevant PIRFO training policies and frameworks, and apply to work practices
2.2 Identify changes to PIRFO courses and apply these to program development
2.3 Conduct work according to PIRFO quality assurance policies and procedures |
| 3. Develop program content | 3.1 Research, develop and document specific subject matter content according to agreed design options
3.2 Evaluate existing learning resources for content relevance and quality
3.3 Specify assessment requirements of the learning program |
| 4. Design structure of the learning program | 4.1 Break the learning content into manageable segments and document timeframe for each segment
4.2 Determine and confirm delivery strategies and required assessment methods and tools
4.3 Document complete learning program in line with PIRFO requirements
4.4 Review complete program with key stakeholders and adjust as required
4.5 Ensure a safe learning progression by analysing risks in the learning environment and including a risk control plan |

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:

- PIRFO courses and relevant competency standards to be used as the basis of the learning program
- Other performance standards and criteria to be used as the basis of the learning program, where relevant
- Distinction and relationship between an accredited course, learning strategy and learning program
- Different purposes and focus of learning programs
- Knowledge of learning principles
- Instructional design principles relating to different design options for learning program design and structure
- Availability and types of different relevant learning resources, learning materials and pre-developed learning activities
- Methodology relating to developing and documenting new learning activities and related learning materials
- Different delivery modes and methods
- Relevant policies, legal requirements, codes of practice and national standards that may affect PIRFO training and assessment
- Relevant OHS knowledge relating to the work role, and OHS considerations that need to be included in the learning program

Required skills

The essential skills a person needs to perform work to the required standard include:

- Organisational skills to ensure resources are available and suitable
- Evaluation skills to determine the time required for each learning segment and the overall timelines of the learning program
- Cognitive skills to develop the learning program content and design its structure

Literacy skills used for:

- Reading and interpreting a range of documentation, including technical and subject matter documents, references and texts

Numeracy skills used for:

- Timing the learning programme

Critical aspects of competence

Assessment must confirm the ability to design and develop an PIRFO Observer or Debriefing training programme:

- Design, develop and review learning programmes within the PIRFO training context
- Prepare and develop a minimum of two PIRFO learning programs based on relevant competency standards

Context of assessment

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

Method of assessment

The following assessment methods are suggested:

- Observation of the candidate designing and developing a PIRFO Observer or Debriefing training programme
- Written or oral short answer questions to assess underpinning knowledge
- Examples of records, reports and other documentation completed by the candidate relevant related to designing and developing a PIRFO Observer or Debriefing training programme
- Third-party reports, including reports from observer program coordinators and observer program trainers

Interdependent assessment of units

This unit can be assessed in conjunction with other units relating to PIRFO training, especially the units PIRTAA3.01A and PIRTAA3.02A.

Resources required for assessment

Resources may include:

- Practical assessment checklist
- Written examination/s and marking sheet/s
- Oral questions and model answers