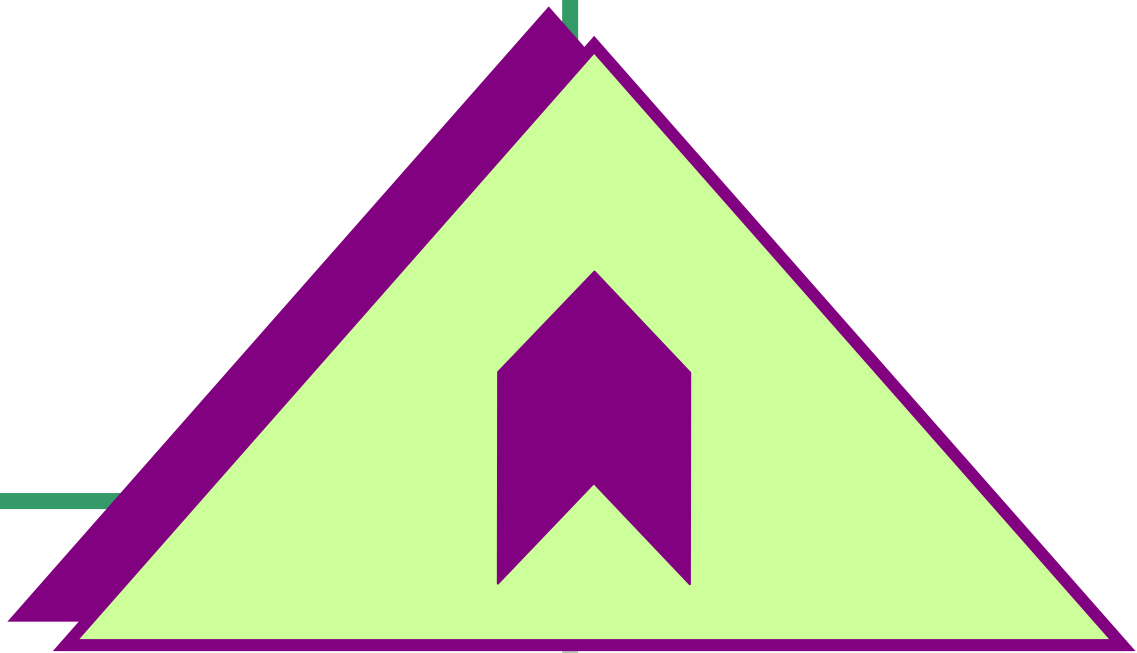


training plan

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TRAINING & EMPLOYMENT AUTHORITY

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SECTION 1

INTRODUCTION

This standard is one of a series designed to promote and improve the quality of training. Prepared and adopted by FÁS, it sets out the minimum requirements to be addressed when preparing a Training Plan.

Before devising a Training Plan, it is assumed the previous stages of systematic training have been progressed.

1. Pre-planning i.e. identification of training needs, rationale and cost implications.
2. Training Specification i.e. detailed statements of the main components to be considered when designing a training intervention.

TRAINING

Training includes both directed training and workplace training.

Direct Training can be delivered inside or outside the workplace. It consists of planned and structured training which is insulated from immediate operational job pressures.

Workplace Training on the other hand is planned and structured training carried out under normal operational job pressures.

WHAT IS A TRAINING PLAN?

A training plan is a framework which shows the general structure of training content designed to meet specified objectives. Preparing a Training Plan is a process of determining the content and sequence of training in order to provide direction to the learning and map against which trainee progress can be gauged at any point in time.

APPLICATION

The basic elements of a Training Plan, as outlined in this standard, apply whether the training consists of a programme, course, module or unit of training. This Training Plan Standard is designed to guide those involved in training in a wide variety of settings – training centres, companies, community locations and other approved training sites.

CONTENT OF THIS STANDARD

Developing a Training Plan includes a number of stages which are specified in this standard.

- Stage 1** Identifying Units of Learning
- Stage 2** Producing Unit Objectives
- Stage 3** Determining Training Sequence
- Stage 4** Identifying Training Aids, Type of Training & Duration
- Stage 5** Identifying Appropriate Assessment



SECTION 2

STANDARD FOR TRAINING PLAN

To comply with this standard all items must be addressed when drawing up a Training Plan.

STAGE 1: IDENTIFYING UNITS OF LEARNING

Each of the modules identified in the Training Specification should be defined in more detail as units of learning. For each activity statement in a module there must be a corresponding unit of learning in the Training Plan.

- Identify modules already prepared as part of the Training Specification
- For each module activity statement, select a learning unit title.

STAGE 2: PRODUCING UNIT OBJECTIVES

Training objectives should be stated for each of the units of learning which have been identified. Unit objectives should: clearly specify the expected performance to be demonstrated by the trainee at the end of the unit; reflect the aim of the module, covering all the proposed skills, knowledge and attitudinal aspects of the training; be realistic, measurable and unambiguous.

While objectives have three parts (activity, conditions and standards), only the activity statements are required for a Training Plan. *

- Prepare activity statements, as required, for each unit of learning.

*** Note: Certification & Standards, FÁS, in consultation with industry, will identify and agree relevant national conditions and standards.**

STAGE 3: DETERMINING TRAINING SEQUENCE

The units of learning and their activity statements should be detailed in the order which will facilitate learning.

- Determine the appropriate sequence for these units and place in required order stating the
 - unit number
 - unit title
 - unit objective – only the activity statement is required for a training plan.

STAGE 4: IDENTIFYING TRAINING AIDS, TYPE OF TRAINING & DURATION

The training aids required for each of the activities listed in the training sequences should be stated. The type of training and the time required to train for each activity should be specified. Provision should also be made to record when training actually take place and for confirmation of such by the trainee and the trainer/instructor/workplace assessor.

- Identify the training aids required for each unit activity.
- Specify whether each activity will require Directed Training, Workplace Training or combination of both, as appropriate.
- Indicate planned duration of training for each activity.
- Ensure there is a section in the Training Plan to record actual training duration.

STAGE 5: IDENTIFYING APPROPRIATE ASSESSMENT

The assessment programme which will be used to measure trainee attainment should be detailed.

For each unit specify:

- the assessment programme to be used
- the source of assessment programme, its title and code
- the type of assessment to be used for each activity, for example, practical, short answers, coursework, workplace assessments
- the timing of each assessment.

NOTES

For further information contact: Certification & Standards