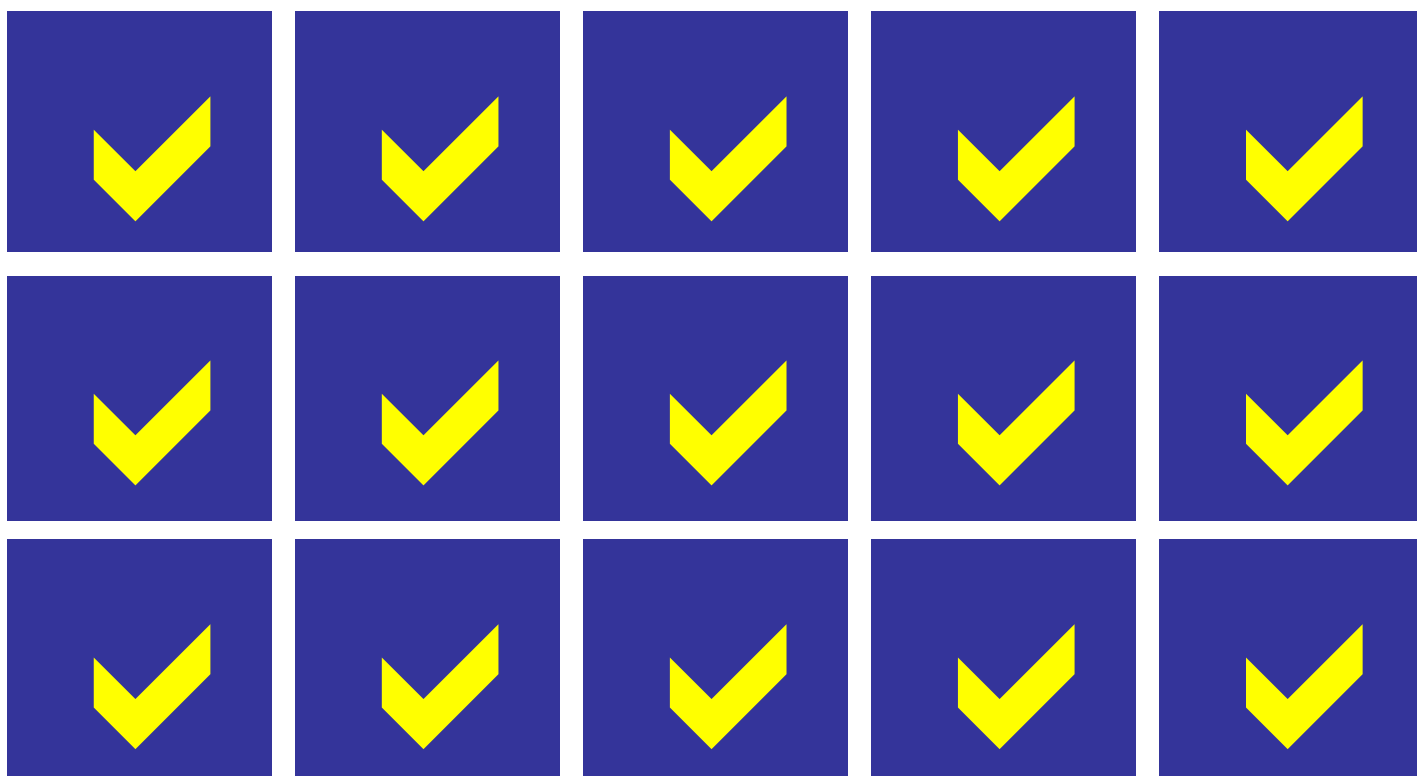

FÁS Training Standards

Training Specification

Standards NO. QA 58/01

4th Edition



Published by

Curriculum and Quality Assurance Department
FÁS — Training and Employment Authority
P.O. Box 456
27-33 Upper Baggot Street
Dublin 4
Ireland

© FÁS — Reprinted 2000

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any forms or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the copyright owner.

FÁS Training Standards

Training Specification

Standards NO. QA 58/01

4th Edition



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 basic minimum which should be addressed when drawing up a Training Specification.

In designing any training intervention, it is assumed that pre-programme planning namely: identification of training needs, rationale and cost implications have been considered and agreed. The next stage in systematic training is to prepare a Training Specification.

■ Training

Training includes both directed training and workplace training.

Directed 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 Specification?

The Training Specification is a detailed statement of the items to be addressed when designing any block of training e.g. programme, course, module, unit.

Note that for descriptive purposes, the term “programme” is used throughout this document. When drawing up a specification, substitute the relevant term, for example, Training Module Specification when designing a module of training....

The Training Specification takes into account such items as training aim, objectives, approach, equipment/materials to be used, the type of records to be kept, the assessment and certification system.

■ Items Covered by this Standard

- | | |
|---------------------------|-------------------------------------|
| ▶ Training Title & Status | ▶ Assessment & Certification System |
| ▶ Training Aim | ▶ Target Trainee Profile |
| ▶ Programme Objectives | ▶ Trainer/Instructor/Workplace |
| ▶ Outline Training Plan | ▶ Supervisor Profile |
| ▶ Training Duration | ▶ Training Facilities |
| ▶ Training Approach | ▶ Review |
| ▶ Record System | ▶ Copyright and Acknowledgements |





■ Training Specifications – The Benefits

The specification is a practical working document to be used by all those involved in developing, implementing, monitoring and funding training programmes.

- As an aid to **developing** training programmes, the Training Specification,
 - ▶ is part of the systematic training process
 - ▶ aids programme planning
 - ▶ assist the certification process
 - ▶ provides a basis for comparison of standards between programmes.

- As an aid to **implementing** training organisation of training programmes, it provides a current recorded of course characteristics which
 - ▶ facilitates efficient and effective organisation of training programmes
 - ▶ ensures continuity i.e. that training programmes are independent of designer/instructor
 - ▶ provides details of resources for related courses.

- As an aid to **monitoring** training programmes, it provides a standard format
 - ▶ to review programmes
 - ▶ assure consistency
 - ▶ assist validation processes.

- As an aid to **funding** training programmes, it
 - ▶ contains information required by funding agencies
 - ▶ assists in purchasing and utilization of resources
 - ▶ provides comparison of programme performance in different locations





Section 2

Standard for Training Specification

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

■ Training Title & Status

- ▶ The training title should
 - clearly identify the programme/course/module/unit
 - be specific to the training content
 - be included on all written materials produced for the training.
- ▶ The status of the Training Specification should be stated i.e. whether it is at proposal stage or approved for use. The date (s) set for review (s) of the Training Specification should be entered.

■ Training Aim

- ▶ The rationale for the training i.e. the reasons why the training programme has been designed should be stated.
- ▶ A broad general statement should be included describing the proposed programme and what it is expected to achieve. It should clearly indicate expected outcomes of the training in terms of trainee opportunities.

■ Programme Objectives

- ▶ should clearly specify the expected performance to be demonstrated by the trainee at the end of the overall training period.
- ▶ should reflect aim of programme, cover all the proposed skill, knowledge and attitudinal aspects of the training.
- ▶ should be realistic, measurable and unambiguous.

Whereas objectives have three parts (activity, conditions and standards), for the purpose of producing a Training Specification only a statement of the activity required i.e. what the trainee will be able to do on completion of training in terms of knowledge, practical and personal skills to be demonstrated.

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





■ Outline Training Plan

- ▶ should illustrate by means of a diagram
 - the titles of the modules of training
 - their sequence of delivery
 - the balance of time (in days/weeks) allocated to direct and workplace training in each module as relevant

- ▶ should show the content of each module by starting the
 - Module Title
 - Module Level
 - Module Aim
 - Module Objectives only the activity statements are required for a Training Specification

■ Training Duration

- ▶ should indicate the total time allocated to the training in terms of hours per week and number of weeks. The duration of all main elements including workplace training and directed training, as appropriate, and the assessment time should be clearly shown.

■ Training Approach

- ▶ should clearly identify for directed and workplace training, as appropriate
 - how the learning will be managed on the training programme
 - the main training methods
 - instructional techniques, any special media and audio visual materials to be used.

■ Record System

- ▶ should clearly specify the types of records to be kept for the purposes of
 - planning and implementing training
 - showing progress against training plans
 - assessment and certification
 - monitoring
 - administration





FÁS Training Standards

■ Records Systems (cont.)

- ▶ should clearly specify the procedures to be applied to ensure records
 - are kept up-to-date
 - are maintained in safe-keeping
 - respect the principle of confidentiality
- ▶ should be simple and efficient to administer.

■ Assessment and Certification System

- ▶ Should clearly indicate how the programme is to be assessed for certification purposes
- ▶ Should identify
 - the certifying body
 - titles, levels and codes of assessment
 - any endorsements
- ▶ Where appropriate should state credits towards other accreditation
- ▶ Where locally designed, the assessment system must be in accordance with FÁS guidelines for Assessing Trainee Attainment.

■ Target Trainee Profile

- ▶ Should be defined as accurately as possible, in accordance with the trainees' needs and abilities, with a view to their achieving maximum benefit from course objectives.
- ▶ Should include a precise definition of
 - any required entry level
 - knowledge / personal / practical skills which trainees should possess before starting the programme
 - aptitude and trainability tests
 - interview requirements
 - any other selection criteria to be used.





FAS Training Standards

■ **Trainer/Instructor/Workplace Supervisor Profile**

- ▶ should clearly define the type of trainer/instructor/workplace supervisor required to develop the skills, knowledge and attitudes necessary for trainees to achieve programme objectives by stating:
 - required qualifications, education and training
 - relevant experience

■ **Training Facilities**

- ▶ should list
 - capital equipment, non-capital tools and equipment, and consumables required
 - location specifications for directed and workplace training, as appropriate, to include workshop and / or classroom requirements
 - special facilities appropriate to the particular training

■ **Review**

- ▶ a schedule for review of the nationally approved training specification should outline how and when the specification will be reviewed to ensure its continued conformance to industrial and commercial requirements.

■ **Copyright and Acknowledgements**

- ▶ Reference should be made to:
 - any special copyright restrictions for materials proposed to be used
 - people/organisations to be acknowledged.

For further information contact:

Certification and Standards

