

# LEADERS TRAINING CENTRE

"Empowering Minds, Transforming Careers"



## Highfield

Qualifications®

Approved Centre

# COURSE HANDBOOK



Contact Us



## Highfield Level 3 **International**

### Award in Delivering Training (IADT)



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## Highfield Level 3 International Award in Delivering Training

This qualification is designed to provide essential support for roles in the workplace, catering to both new and experienced trainers, both internal and external. The focus is on enhancing classroom skills and acquiring a training qualification specifically tailored for delivering Professional Trainings. This practical qualification is particularly beneficial for those seeking to engage with international clients.



### Entry requirements

learners are required to meet the necessary standard of language in which the course is being delivered. There are no specific prerequisites for enrolling



### Recommended Duration:

Total (12 hours) of Training  
Flexible week day and weekend  
batches ( 2hrs Per day )



### Assessment Method:

Unit 1 – Multiple Choice Questions.  
Unit 2 – Micro-teaching and  
assignment.  
Unit 3 – Multiple Choice Questions.

### How is the qualification assessed?

The qualification is assessed through a practical demonstration and a self-evaluation report with the provided assessment pack.

**Practical Demonstration:**

Learners deliver 1 or 2 micro-teach sessions, lasting 20-30 minutes.

Demonstrations should meet assessment criteria.

**Self-Evaluation:**

Learners provide written responses or, if needed, the tutor documents verbal responses.

**Scoring:** To pass, achieve 4-7 points. MERIT requires 8-13 points, and DISTINCTION requires 14-15 points. Points are assigned based on performance relative to criteria and standards.

### Progression and further learning routes include:

- Highfield Level 3 Award in Education and Training (RQF)
- Highfield Level 4 Certificate in Education and Training (RQF)

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your us for further information.

# Learning Outcomes

## 1 THE CANDIDATE WILL BE ABLE TO PLAN AND PREPARE A TRAINING SESSION

The candidate can

- Prepare for effective training delivery
- Select delivery methods and resources to meet the needs of the subject and learners
- Prepare a simple timed session plan

# 1

# 2

## 2 BE ABLE TO DELIVER A TRAINING SESSION

The candidate can

- Select and demonstrate effective delivery strategies
- Effectively use resources
- Demonstrate effective assessment strategies during delivery



# 3

## 3 BE ABLE TO EVALUATE A TRAINING SESSION

- Evaluate training delivery
- Identify areas for future development



## INDICATIVE CONTENT

# 5

# 4

### Prepare for training delivery

- Ice breakers, health and safety considerations and ground rules
- Practicalities and resources (venue, equipment etc.)

### Select delivery methods and resources to meet the needs of the subject and learners

- Using a course specification
- How to use training materials and resources to plan for training delivery
- Identifying key content in a training programme
- Adapting pre-prepared course materials and delivery methods to prepare a simple timed plan.



### Select and demonstrate effective delivery strategies

- Communication and developing rapport with learners
- Asking questions
- Adapting training during delivery to achieve learning outcomes and time management (for example to meet time constraints)
- Individual and group management

### Effectively use resources

- Different resources
- Use of resources (either those provided or developed)

### Demonstrate effective assessment strategies during delivery

- Importance of initial, formative and summative assessment
- Examples of initial, formative and summative assessment methods

### Self-evaluation of own delivery against set criteria

Identification of areas for future improvement



# Course Content

UNIT 1	<p><b>Unit 1 – Understanding Roles, Responsibilities, and Relationships in Education and Training:</b></p> <ul style="list-style-type: none"><li>• Key aspects of legislation, regulatory requirements, and codes of practice.</li><li>• Promotion of equality and valuing diversity.</li><li>• Identification and addressing individual learner needs.</li><li>• Promotion of appropriate behavior and respect for others.</li><li>• Collaboration with other professionals.</li><li>• Clarification of boundaries between the teaching role and other professional roles.</li></ul>
UNIT 2	<p><b>Unit 2 – Understanding and Using Inclusive and Learning Approaches in Education and Training:</b></p> <ul style="list-style-type: none"><li>• Features of inclusive teaching and learning.</li><li>• Strengths and limitations of teaching and learning approaches.</li><li>• Creation of an inclusive teaching and learning environment.</li><li>• Planning and delivering inclusive teaching and learning.</li><li>• Evaluation of the delivery of inclusive teaching and learning.</li></ul>
UNIT 3	<p><b>Unit 3 – Understanding Assessment:</b></p> <ul style="list-style-type: none"><li>• Types and methods of assessments.</li><li>• Involvement of learners and others in the assessment process.</li><li>• Role and use of constructive feedback in the assessment process.</li><li>• Requirements for keeping records of assessment.</li></ul>
	<p>Objective</p> <p>These qualifications introduce the knowledge and skills required by teachers and trainers to–</p> <ul style="list-style-type: none"><li>• Develop and deliver programs.</li><li>• Provide learning support.</li><li>• Take responsibility in managing the learning process.</li></ul>

# Thank You +



**For inquiries,  
contact us.**

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**Contact Us**