



Training and Development

**FETAC Level 6
B30207**

Programme Brochure

Training and Development

FETAC Level 6 - E30207

Oyster TRAINING Programmes

This practical, participative programme is designed to help individuals engaged as trainers in the training and development or human resource functions within organisations to develop an understanding of the processes involved in designing effective training and development processes while developing their communication and presentation skills.

Programme Aims

Learners who successfully complete this module will:

- Develop appropriate learning and development policies and procedures for their organisation
- Understand and apply training needs analysis methodology through role play
- Understand and explain theories of adult learning
- Design on the job training and development opportunities
- Design a performance management system which demonstrates best practice
- Design and present a training session
- Explain and develop a range of training evaluation methods.

Programme Content

The programme is delivered in six units as follows:

- Unit 1 - The context of Training and Development within an Organisation
- Unit 2 - Training and Developing Employees
- Unit 3 - Determining content and preparing training material
- Unit 4 - Design and delivery of a training session

Programme Duration

This programme comprises a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutor led and the remainder will be learner centred learning. These 36 hours of tutor led training will be delivered over a period of six days.

Programme Certification

On successful completion of the programme, learners will receive the FETAC Level 6 Minor Award, B30207 – Training and Development.

Entry Requirements

To access the programme, learners should possess a FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications. Applicants who do not have these formal educational qualifications may apply for access to the programme based on their relevant life and work experience, achievement and learning.

All learners attending the course must bring to registration:

1. Completed Programme Booking Form
2. PPS number
3. Two recent personal passport size photographs. (These photographs have been taken within the last twelve months and must be signed on the back)
4. Identification (Drivers Licence, Passport, Social Welfare Services Card)

Learner Assessment

To achieve certification learners will complete the following assessments:

- A work-based assignment which involves learner evaluation of the organisations approach to training and recommendations arising from the evaluation. (60% of overall mark)
- A skills demonstration in which the learner presents a 20 minute training session. (40% of overall mark)

Learner Progression

- E30207 – Training and Development is a component of BMANX - FETAC Level 6 Advanced Certificate in Management. Learners who successfully complete the programme may use the associated credits towards this award.
- Certain Higher Education Institutions reserve a quota of places on specific programmes for applicants who have attained *any* FETAC Levels 5 or 6 awards. In 2010, a total of 408 such awards were listed on the Central Applications Office website (www.cao.ie).
- Certain programmes of higher education identify specific FETAC Modules as part of their entry requirements, e.g. BMANX - FETAC Level 6 Advanced Certificate in Management is required to apply to Blanchardstown Institute of Technology to study for the Honours Bachelors Degree (Level 8) in Sports Management and Coaching.

Booking Form

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Programme Details

Programme Title

Venue Date

Personal Details

Family Name

First Name(s)

Address for Correspondence

Tel. No. (Land-line)

Tel. No. (Mobile)

Date of Birth

PPS Number

Do you have any needs of which Oyster should be aware? Yes No

Please provide details
(or contact Oyster directly to discuss)

Attach two recent personal, passport size photographs, signed on the back, that have been taken within the past 12 months.

Qualification Details

Please provide details of your relevant qualifications.

- (e.g. FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications)

If applying based on life and/or work experience, achievement and other learning, please provide information you consider relevant to your enrolment on the programme.

- (Include any work or life experience you consider relevant, any training courses attended, voluntary work or any other information you consider relevant. Attach additional pages if required.)

I confirm that the information provided on this application form is correct and any attached documents are authentic.

Signature

Date

Programmes delivered by Oyster are of less than three months duration, therefore, Section 43 of the Qualifications Act (1999) does not apply. Regardless of this, in the event of Oyster ceasing to provide a programme for which fees have been paid, or prematurely ending a programme for which fees have been paid, these fees will be refunded to learners.

Employer Details

- If your course fees are being paid by your employer company, please provide the following information
- Please ensure that you complete the Programme Details and Personal Details sections on the previous page
- Please note that payment must be made *before* the learner commences the programme.

Employer Name	<input type="text"/>
Employer Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Contact Tel. No.	<input type="text"/>
Fee Due	<input type="text"/>
P.O. Number	<input type="text"/>

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.
T: 01 2063840 M: 085 1078585 E: info@oystercoaching.com

Oyster Use Only

Total Fee Paid	<input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order
Receipt Number	<input type="text"/>
Photo ID Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> National Identity Card
	<input type="checkbox"/> Other <input type="text"/>
Staff Signature	<input type="text"/>

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