



# **Train the Trainer**

**FETAC Level 6  
E30179**

**Programme Brochure**

# Train the Trainer

## FETAC Level 6 - E30179

Oyster TRAINING Programmes

This practical, participative programme enables learners to acquire the key competencies required to operate effectively in a contemporary training setting. It is designed to facilitate learners in their development of their understanding of the processes involved in planning, designing, delivering, assessing and evaluating training and to enhance their training related communications and presentation skills.

### Programme Aims

Learners who successfully complete this module will:

- Understand different learning styles
- Understand the functions and processes of learning and training
- Evaluate different approaches to training
- Appreciate the importance of training on an individual, social and economic level
- Work effectively with a range of learner groups
- Design, deliver and evaluate training programmes
- Develop and implement appropriate assessment methods

### Programme Content

The programme is delivered in six units as follows:

- Unit 1 - Theory of Training and Adult Learning
- Unit 2 - The Role of the Trainer
- Unit 3 - Training Needs Analysis & Programme Design
- Unit 4 - Preparing for Training Delivery
- Unit 5 - Delivery and Assessment
- Unit 6 - Evaluation of Training

### 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 student centred learning. These 36 hours of tutor led training will be delivered over a period of six days or 12 evenings.

### Programme Certification

On successful completion of the programme, learners will receive the FETAC Level 6 Minor Award, E30179 – Train the Trainer.

## 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:

- An assignment that shows theoretical understanding and practical application of a range of skills and competencies and that demonstrates the learners planning, researching, delivery and evaluation of a training session.  
(50% of overall mark)
- Two skills demonstrations demonstrating presentation skills, use of visual aids and use of learning materials.  
(50% of overall mark)

## Learner Progression

- E30179 – Train the Trainer is a component of:  
CSOAX - FETAC Level 6, Advanced Certificate in Security Operations and Administration

Learners who successfully complete the programme may use the associated credits towards this award. Persons who have achieved this award have found employment in the private security industry, progressed to training with An Garda Síochána or to training with the Prison Services or Defence Forces.

- 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](http://www.cao.ie)). Learners who have achieved the full award CSOAX - FETAC Level 6, Advanced Certificate in Security Operations and Administration can progress to Institutes of Technology through the Higher Education Links Scheme.

# Booking Form

## Train the Trainer

### FETAC Level 6 - E30179

#### 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](mailto: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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