

# **The CIEH Level 3 Award in Training Skills and Practice**

Speaking to groups and audiences is one of the most difficult tasks to accomplish with distinction, yet is the most commonly used method of communication in the business world. The qualification provides an opportunity to understand and practice a professional approach to training design and delivery, with a structured syllabus and assessment opportunity. This qualification replaces the popular CIEH Professional Trainer Certificate (PTC).

## **Course Structure**

This qualification extends the content of basic training techniques by encouraging a dynamic and flexible approach to training delivery, taking into account some of the recent advances in accelerated learning and Neurolinguistic Programming (NLP).

However, it is still founded on a basic short-course training programme that can typically be delivered in three days, with an assessment based on delivery of a short, micro- training session at the conclusion of the programme.

The training programme consists of at least 18 hours of teaching time, with additional time for assimilation, consolidation and assignment planning, development and delivery.

## **Introduction**

The programme will involve a significant amount of hands-on activity with additional work outside the sessions to develop the content and materials for assessment on the final day. The programme is quite demanding because it results in the acquisition of new skills and techniques over a short period.

Successful candidates will be able to structure, design and deliver interesting and stimulating training.

## **Objectives**

At the conclusion of the programme the expected learning outcomes are that the student will:

- understand their own role and responsibilities in relation to training
- understand appropriate training and learning approaches in a specialist area
- demonstrate their session planning skills
- understand how to deliver inclusive sessions that motivate learner
- understand the use of different assessment methods and the need for record keeping

## **Syllabus**

The main areas covered by the syllabus are:

- How training can best be delivered to secure effective learning.
- How to structure and design training sessions.
- How to make training sessions interesting, stimulating and relevant

## **Who should attend?**

It is ideal for anyone who needs to understand the basics of training practice or wants to refine their training techniques. No prior formal teaching experience is required.

Trainers or potential trainers from any discipline will benefit from the programme, as the qualification concentrates on the training process, rather than training content. Delegates will also gain greater enthusiasm and confidence for training delivery, as well as ideas for creativity and further development

Delegates must be prepared to carry out some preparation work before and during the course in their own time.

## **Assessment**

BSS can arrange courses and assessments as required. There are no set assessment dates. The programme is designed to be delivered in three days. and candidates are assessed on their design and delivery of a short, 30 minute, training session which they are required to deliver to other members of the group on the final day.

To be successful in the assessment, candidates must design and deliver a 30 minute micro-teach session and observe others.

Assignments are first marked by the trainer and then moderated and if necessary, second marked by the CIEH. Candidates will then be awarded a pass or fail grade.

Successful candidates will be awarded the CIEH Level 3 Award in Training Skills and Practice.

## **Who are BSS?**

British Safety Services are major suppliers of training in the field of occupational safety, health and environment both in the UK and abroad. The current programme includes:

- \* NEBOSH Diploma in Environmental Management
- \* NEBOSH International Diploma
- \* NEBOSH International General Certificate
- \* NEBOSH International Construction Certificate
- \* NEBOSH Fire Certificate
- \* NEBOSH National Construction Certificate
- \* NEBOSH Award in Health and Safety at Work
- \* IOSH Safety for Senior Executives
- \* IOSH Managing Safely
- \* IOSH Managing Safely in Construction
- \* IOSH Supervising Safely
- \* IOSH Working Safely
- \* IOSH Managing Environmental Responsibilities



**BRITISH SAFETY SERVICES**

- \* CIEH Level 3 Award in Health and Safety in the Workplace