

Train the Trainer – Level 4

Day 1	Day 2	Day 3
<p>Initial and Diagnostic Assessment</p> <ul style="list-style-type: none"> • Individual Learning Goals • Role of Initial Assessment • Role of Diagnostic Assessment • Methods of Initial and Diagnostic Assessment <p>Planning and Preparation</p> <ul style="list-style-type: none"> • Preparing a Scheme of Work • Meeting Learner Needs • Adapting Teaching Styles • Feedback from Learners <p>Core Elements</p> <ul style="list-style-type: none"> • Minimum Core Elements • Application Of Core Elements <p>Self-Evaluation</p> <ul style="list-style-type: none"> • Review Effectiveness of own Practice • Views of Others • Observations • Making Improvements 	<p>Inclusive Teaching and Learning</p> <ul style="list-style-type: none"> • Analysing the Effectiveness of Teaching Approaches • Sharing Good Practice Related to Teaching and Learning • Analysing and Improving Teaching and Learning Environments • Improving Inclusive Teaching and Learning <p>Communication and Media</p> <ul style="list-style-type: none"> • Analysing the Benefits and Limitations of Communication Methods and Media • How Communication Methods and Media can meet Learner Needs • Initiating ways to Encourage Progression • Demonstrate how Technology can Enhance Teaching <p>Literacy, Numeracy and ICT</p> <ul style="list-style-type: none"> • Demonstrate how Literacy, Numeracy and ICT can be used within Training Sessions • Assess and Improve the Teaching of Literacy, Numeracy and ICT Within Sessions <p>Assessment</p> <ul style="list-style-type: none"> • Demonstrate and Improve the Assessment Methods used • Implement a Range of Assessment Methods • Demonstrates the Effectiveness of Peer Assessment • Explain and Demonstrate Questioning Techniques to Underpin Skills 	<p>Resources</p> <ul style="list-style-type: none"> • Explain Principles of Resource Selection for Teaching and Learning • Analyse and Feedback on the Quality and Effectiveness of Resources used • Demonstrate how Resources can be Adapted to meet Learner Needs • Prepare Guidance to assist those using Learning and Development Resources <p>Develop Programmes</p> <ul style="list-style-type: none"> • Evaluate the Factors of Teaching and Learning that impact on: <ul style="list-style-type: none"> ○ Development ○ Delivery ○ Assessment and Accreditation • Evaluate the risks that need to be managed when developing Learning Programmes • Compare methodologies to monitor and evaluate Learning Programmes • Be able to review Learning Programmes • Evaluate the Learning Outcomes of a Learning Programme • Evaluate the Delivery and Assessment of a Learning Programme • Identify areas for improvement for Learning Programmes