



OPTIMUM

Programme Guide

Training & Development QQI Level 6

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TRAINING & BUSINESS
SERVICES



Training & Development QQI Level 6 Programme

Overview:

The award is comprised of two separate component awards.

Training Needs Identification & Design - Component Award (6N3325)

This award provides learners with the knowledge, skill and competence to identify training and development needs at an organisation and or individual level.

Training Delivery and Evaluation - Component Award (6N3326)

This award aims to provide all participants with an overview of the core Training Design and Delivery which will enhance their training ability on a practical and professional level.

Entry Requirements:

- Level 5 or equivalent in a relevant subject area
- Proficient in the English language
- Basic IT Skills
- Competent in self-directed learning

Who should apply?

This programme, involving both components, is designed for both new and experienced trainers, consultants and those all already involved in Learning and Development roles. It is also designed for those who wish to receive an approved National Qualification.



QQI Level 6 Special Purpose Award



Training & Development QQI Level 6 Programme

Overview:

Training Needs Identification & Design - Component Award (6N3325).

This programme provides participants with the knowledge, skill and competence to identify training and development needs at an organisation and or individual level. It offers participants the opportunity to learn the skills of devising a training plan and to explore the scope of training and development design. The aim of this programme is to provide a practical insight into the training needs analysis, identification and design.

Delivered through *MyOptimum* e-learning platform within a 10-12 week period.

Module Breakdown:

- Module 1: Learning concepts and internal and external factors that influence training and development.
- Module 2: Purpose of training and impact of organisational strategy, policy and vision on training and development.
- Module 3: Benefits of TNA, range of approaches and techniques to conduct a TNA and the stages involved.
- Module 4: Instructional System Design Models (ISD).
- Module 5: Identifying barriers to training and organisational attitudes, training plan and cost benefit analysis.
- Module 6: Designing a training intervention and developing training content and material to include training aids.
- Module 7: Performance management approaches, conducting a TNA and evaluating training outcomes.

Assessment Details:

Project 60%
Assignment One 20%
Assignment Two 20%



QQI Level 6 Award



MyOptimum Moodle platform



10-12 weeks

Training & Development QQI Level 6 Programme

Overview:

Training Delivery and Evaluation - Component Award (6N3326)

This programme is designed to enable participants to impart skills and experience to others with confidence through designing and delivering professional training with positive learning outcomes for all involved. This course aims to provide all participants with an overview of the core Training Design and Delivery which will enhance their training ability on a practical and professional level.

This programme is part of the QQI Special Purpose Level 6 Award in Training and Development (6S3372)

Module Breakdown:

- Module 1: Introduction and Purpose of Training & Adult Learning
- Module 2: Systematic Training & Planning and Preparing
- Module 3: Delivering, Assessing, Reviewing - Evaluation
- Module 4: Diversity and Legislation

Assessment Details:

Project 40%
Skills Demonstration
40%
Learner Record 20%



QQI Level 6 Award



Zoom



Classroom



4 days



Why choose Optimum Limited ?



Optimum Limited provides a wide range of business development, consultancy and training to companies across all industry sectors, whilst offering client-specific and scheduled training programmes. The fundamental purpose of our training and development programmes is to link company objectives to individuals in order to achieve outstanding business performance. Optimum also provide business support initiatives, such as organisational development, change management services, professional mentoring and coaching skills.

Since its establishment in 1990, Optimum has demonstrated a clear correlation between people development and the bottom line. This ethos has helped Optimum in establishing a portfolio of highly reputable clients in the private sector, state and local agencies, universities and professional bodies. As a preferred choice provider and partner to many of Ireland's leading businesses, we have learned that the key to our success is putting their success first. Our focus is on building lasting partnerships that offer positive outcomes and a rewarding learning experience. Our commitment to quality is enhanced by the enthusiasm of our team and our recognition of high quality standards. Through ongoing research and development, all of our services incorporate the latest concepts and approaches to enhance business services.



Optimum Limited Accreditation

We also recognise the importance of considering accreditation as a quality assurance alternative. Optimum Limited can offer reputable accreditation depending on your specific learning requirements. We have an impressive history of collaborating with a range of professional organisations in the provision of quality learning responses.

We have also developed an extensive network of contacts from all business areas, which are continually utilised for project enhancement and effectiveness. This network is comprised of Corporate Clients, State Agencies, Government Bodies, Enterprise Agencies, Area Partnerships and National Business Networks.

QQI Awards that we offer:



Leadership
Level 6



Managing People
Level 6



Coaching Models of Practice
Level 6



Training & Development
Level 6 (Special Purpose)



Business Management
Level 6



Sales & Marketing Management
Level 6



Start Your Own Business
Level 5



Digital Marketing
Level 5



Communications
Level 4 and 5



Customer Service
Level 5



Optimum's Quality Assurance

Optimum adopts a Business Excellence Model in relation to quality assurance. We aim to deliver superior quality training which is supported with professional materials and best practice models. We believe in delivering over and above and value our clients as partners in our business. We closely monitor all feedback from participants and take corrective action if required. We tailor each programme and training workshop to meet the specific needs of the group and have an ability to create environments that support different learning styles.

Optimum are a QQI accredited centre. We have also developed an extensive network of contacts from all business areas, which are continually utilised for project enhancement and effectiveness.

We have a dedicated QQI Co-ordinator and support team who are responsible for maintaining and continuously improving QA processes and procedures to ensure that the correct procedures are implemented and reviewed.

Our QA Manual and Learner Handbook can be found on our website or at request.

And if you have any other questions relating to our Quality Assurance policies or procedures, please don't hesitate to contact us at hq@optimum.ie or ring us (01) 672 8628.



For enquiries, contact us.



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