



Training Delivery and Evaluation QQI Level 6 6N3326 Assessment Brief

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Introduction

Hello and welcome to our Training Delivery and Evaluation Programme, we are delighted that you have chosen to work with DCM Learning as you continue your education.

This course is at Level 6 of the National Framework of Qualifications. To receive an award at Level 6 you will be required to under-take self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your return to learning experience is a positive one and we wish you every success in achieving your QQI Level 6 Certificate in Training Delivery and Evaluation Programme.

If you have any queries or require further information on any other DCM Learning courses, please contact us.

Assignment 1: Project 40% / 80 Marks

Your project should demonstrate your understanding of each topic in the table below and how it might apply to your real work as a trainer. Ideally your project should be relevant to your current or previous work environment.

Your work should show evidence of relevant reading around each topic. Your work must be clearly referenced and include a bibliography.

Tasks		Required Word Count
Task 1 (20 marks)	Research Research and review a number of training evaluation models and techniques and use your own words to describe the pros and cons of each.	625
Task 2 (20 marks)	Self-evaluation Self-evaluate a training session you have delivered/plan to deliver. The evaluation should give the background on the training including the objectives and identifying the stakeholders. Describe the methods used to evaluate the training and gather trainee feedback, and the challenges in this process.	625
Task 3 (20 marks)	Produce Produce a report on the above training session that details areas of success and areas that could be improved.	625
Task 4 (20 marks)	Develop Develop an evaluation tool that can be used after your training sessions to gather learner feedback and assess if training needs and objectives were met.	625

Assignment 2: Skills Demonstration 40% / 80 Marks

For your skills demonstration you will need to prepare and record a presentation/demonstration that is 10 to 12 minutes long. Your presentation/demonstration should have a beginning, a middle and an end and make use of a range of training aids if possible.

You will also need to prepare a session plan, slides (if using), supporting handouts (if using) and an evaluation form that could be used to gather feedback and determine if learning objectives were met.

We recommend that you record your presentation in front of a real audience (2 or 3 people) if possible. Whether you present to a group or not, during your presentation/demonstration you should interact with your learners, invite questions and provide appropriate responses.

Tasks		Required Word Count
Task 1 (30 marks)	Recording Plan, deliver and evaluate a short training session. A session plan template has been provided. Record your training session in an mp4 or mov format.	Template
Task 2 (25 marks)	Training Materials During your training session use a range of training aids to deliver the content and create materials for the session. The materials may be a print out of your powerpoint presentation, supporting documentation, quiz sheets etc	N/A
Task 3 (10 marks)	Interaction Interact with learners during the session, invite questions and give appropriate responses.	N/A
Task 4 (15 marks)	Training Evaluation Develop an evaluation tool to gather feedback from learners and determine if learning objectives were met.	N/A

Assignment 3: Learner Record 20% / 40 Marks

A learner record is the learner’s self-reported and self-reflective record in which he/she describes specific learning experiences, activities, responses and skills acquired during the course, i.e. ***What I have learned.***

We advise that you use the Learner Record Log in your course workbook to keep a record of what you have learned during the course and how you think this will impact you as a trainer in the future. This log can then be used to form the basis of a 1500-word essay under the headings in the table below.

Your essay should **not** be a summary of the course. Also, it is **not** about the tutor or your fellow learners. The essay should be written in the first person and describe: -

- What **you** have learned during the course and during your own research
- How **you** performed as a learner on the course and the delivery of the training that you undertook during the course
- How **you** will put what you have learned in to practice going forward.

Tasks		Required Word Count
Task 1 (10 marks)	Theories The theories underlying the effective delivery of training.	375
Task 2 (5 marks)	Evaluation The key elements of the evaluation of training.	200
Task 3 (15 marks)	Effective Delivery The key elements impacting the effective delivery of training	550
Task 4 (10 marks)	Legislation Equality, diversity and disability legislation and how they impact your training delivery	375

Marking Guide

50 – 64 %	Pass	Show that you've learned and understood the course material.
65 – 79 %	Merit	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80 – 100%	Distinction	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Structuring your Assignments

Examine the marking scheme for each assignment, and use the headings provided in the marking scheme as paragraph headings for your work. By doing this you're far less likely to leave out something that attracts marks.

Things to watch out for

- Use the assignment templates provided, this includes the cover sheet required for submitting and will break down each section you are required to complete.
- Marks don't carry over from one section to another. No matter how much you write on a given section, you can't score more than the maximum allowed marks for that section.
- If you don't use headings in line with those in the marking guide, you're far more likely to leave out something that's worth marks. Headings also make it easier for the examiner to give you marks, rather than having to hunt through an assignment for mention of the topic.
- Get somebody else to proofread your work before you submit it. It's much easier to spot mistakes in another person's writing, and you can lose marks for careless mistakes.
- Don't be significantly under or over the required word count (10% above or below is ok).
- Formatting matters! Use paragraphs and put headings in bold. Change the vertical spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

References (Bibliography)

Whenever you mention another author's work in your assignment, you should credit that author in a References section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this, so that the examiner knows you're not copying another author's work without crediting them.

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2)."

References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. Evaluating Training Programs: The Four Levels. Berrett-Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). Levels of evaluation: beyond Kirkpatrick. Human Resource Development Quarterly, 5(4), 371-380.

Online Referencing Tools:

<https://www.citethisforme.com/harvard-referencing>

<https://www.easybib.com/mla8/source>

<http://scholar.google.com> (search for the book/paper and click  the icon)

Submitting your Assessment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

Skills Demonstration

1. Once you have recorded your skills demo (10-12mins), save the file as follows;
 - a. DCM Learning TDE 6N3326 - Assignment 2 - Skills Demo - YOUR NAME.mp4/mov

Using the following link you can submit your skills demo assignment by uploading the video via DropBox , please click the link here;

<https://www.dropbox.com/request/yrRXm0yDEha2AL23Etry>

Project & Learner Record

2. Your name should be on each page (in the header) and each page should be numbered.
3. Each document file must include a signed cover sheet confirming the assignment is your own original work. The cover sheet is provided as the first page of the assignment template.
4. You must respect the word count guidelines
 - a. Project: 2500 Words plus/minus 10%
 - b. Learner Record: 1500 Words plus/minus 10%
5. All document files should be saved as PDFs before they are submitted. Files must be named as follows: -
 - a. DCM Learning TDE 6N3326 - Assignment 1 - Project - YOUR NAME
 - b. DCM Learning TDE 6N3326 - Assignment 3 - Learner Record - YOUR NAME

Submitting your Assignments

6. Your assessments must be submitted by email to admin@dcmlearning.ie
7. You may submit up to 4 files for your skills demonstration depending in the training aids you decide to use: -
 - a. DCM Learning TDE 6N3326 - Assignment 1 - Project - YOUR NAME (Required)
 - b. DCM Learning TDE 6N3326 - Assignment 2 - Skills Demo - YOUR NAME.mp4/mov (Required)

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- c. DCM Learning TDE 6N3326 - Assignment 3 - Learner Record - YOUR NAME
(Required)

Optional Supporting Documentation

- i. DCM Learning TDE 6N3326 - Slides - YOUR NAME.ppt (Optional)
 - ii. DCM Learning TDE 6N3326 - Handout - YOUR NAME.ppt (Optional)
8. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
9. You must avoid plagiarism. Plagiarised work will not receive a mark.
- 10. All work must be submitted on or before the date advised in your enrollment**
11. If you need an extension you must contact admin@dcmlearning.ie immediately and outline the reasons why. Each extension request will be considered and you will be notified of the outcome. If successful, you will receive a new deadline which is final.
12. Your certificate will be posted to the address given during enrolment. Please notify admin@dcmlearning.ie immediately if your address changes.