

# Assessment Brief

Training Needs Identification and Design  
QQI Level 6 6N3325

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# Introduction

Hello and welcome to our Training Needs Identification and Design 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 Needs Identification and Design Programme.

In addition to the information in this document, you should visit our [Guide to completing your Training Needs Identification & Design Assessments](#) page.

## Guidelines and Checklist

Your work should show evidence of relevant reading around each topic and it **MUST** be clearly referenced and include a bibliography. See page 11 for a guide to referencing.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Please use the MS Word Templates below for doing your assignments.

Download and Use **“Assignment One: Written Assignment Template”** [Link](#)  
Download and Use **“Assignment Two: Project Template”** [Link](#)



### Assignment Brief Checklist:

- I have read the 7 Point Checklist - [Link](#)
- I have used the Templates provided above
- I have followed the word count
- I have spell checked all of my assignments
- I have included a Bibliography
- I have watched the “Plagiarism & Referencing Video” - [Link](#)

## Assessment 1: Assignment (40% / 80 Marks)

Your assignment should demonstrate your understanding of each topic in the table below and how it might apply to your real work as a trainer.



**To gain maximum marks we advise you:**

1. Watch the “Assignment One: Written Assignment Video” [Link](#)
2. Download and use the “Assignment One: Written Assignment Template” [Link](#)
3. Watch the “How to Format my Assignments Video” [Link](#)
4. Make sure to answer **All Tasks**

Tasks		Required Word Count
<b>Task 1</b> (5 marks)	Differentiate between the following concepts  - Learning - Training - Development - Education	250
<b>Task 2</b> (5 marks)	A. Describe the 4 steps in a Systematic Training cycle	250
(15 marks)	B. Compare and contrast 2 Instructional System Design Models (ISD Models) of your choice, using examples to show where each is most appropriate	350
<b>Task 3</b> (5 marks)	A. Provide an outline of your chosen organisation, the services/products it offers and the role and purpose of training within the organisation	200
(15 marks)	B. Conduct a SWOT Analysis of your chosen organisation that identifies the organisational factors and barriers to effective training which may influence training in the organisation.	100
(15 marks)	C. Conduct a PESTEL Analysis of your chosen organisation that identifies the external factors which may influence training in the organisation.	100

<b>Task 4</b> (10 marks)	A. Choose one motivation theory and discuss how it might be applied in the design of training programmes.	300
(10 marks)	B. Choose one adult learning theory and discuss how it might be applied in the design of training programmes.	250

## Assignment 2: Project (60% / 120 Marks)

This project is designed to enable you to demonstrate how you can apply the theories and concepts of training needs identification and design to a training programme.



### To gain maximum marks we advise you:

1. Watch the "Assignment Two: Project Video" [Link](#)
2. Download and use the "Assignment Two: Project Template" [Link](#)
3. Watch the "How to Format my Assignments Video" [Link](#)
4. Make sure to answer **All Tasks**

Tasks		Required Word Count
<b>Task 1</b> (10 marks)	A. Outline the benefits of Training Needs Analysis (TNA) to: <ul style="list-style-type: none"> <li>• The Individual</li> <li>• The Organisation</li> </ul>	500
(5 marks)	B. Describe the stages in conducting an Effective TNA	300
(5 marks)	C. Describe how to gather and analyse training needs data.	350
<b>Task 2</b>	Undertake a Training Needs Analysis for the role of your choice within your chosen organisation. Your TNA should include the following elements: -	
(7.5 marks)	A. Comprehensive Job Description	Template
(7.5 marks)	B. Detailed Role Analysis	Template
(7.5 marks)	C. Skills Audit	Template
(7.5 marks)	D. From your analysis, devise a set of learning outcomes to address the skills gap identified	250

<p><b>Task 3</b></p> <p>(9 marks)</p> <p>(5 marks)</p> <p>(9 marks)</p>	<p>Select 3 of the Learning Outcomes that you identified in the previous task and complete items A-C for each one to form a Training Plan.</p> <p>A. Selected Mode(s) of Delivery *</p> <p>B. Estimated Cost-Benefit Analysis (CBA)</p> <p>C. Scheme of Work</p> <p>* Give reasoning for each choice made</p>	<p>Required Word Count per learning outcome</p> <p>100</p> <p>Template</p> <p>Template</p>
<p><b>Task 4</b></p> <p>(9 marks)</p> <p>(9 marks)</p> <p>(9 marks)</p>	<p>Select 1 topic from one of your Scheme of Works to create a Lesson Plan and complete items A-C. Your planned lesson must be at least 1 hour long</p> <p>A. Lesson Plan</p> <p>B. Proposed Training Aids*</p> <p>C. Proposed Assessment Methods</p> <p>* Give reasoning for each choice made</p>	<p>Template</p> <p>100</p> <p>100</p>
<p><b>Task 5</b></p> <p>(10 marks)</p> <p>(10 marks)</p>	<p>For the lesson identified in Task 4, design the following training materials to meet the needs of the learners and the required learning outcomes</p> <p>A. MS PowerPoint Presentation (or equivalent)</p> <p>B. Supporting Handouts</p>	<p>NA</p> <p>NA</p>



## Marking Guide

50–64%	<b>Pass</b>	Show that you've learned and understood the course material.
65–79%	<b>Merit</b>	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80–100%	<b>Distinction</b>	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 tasks for each assignment and use the headings provided in the templates 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 when submitting your assignments.
- 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.

## Bibliography & References

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)."*

And then at the end of your assignment, you would have a list of references:

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>

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

### Helpful Link:

Please watch the "Plagiarism & Referencing" Video [Link](#)

# Submitting your Assessment

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

1. You must submit 1 document for your assignment and 1 document for your project.
2. All files should be saved as PDFs before they are submitted. Files must be named as follows: –
  - a. DCM Learning TNID 6N3325 Assignment 1 – YOUR NAME.pdf
  - b. DCM Learning TNID 6N3325 Project – YOUR NAME.pdf
3. You must respect the word count guidelines
  - a. Assignment: 1,800 Words plus/minus 10%
  - b. Project: 1,900 Words plus/minus 10%
4. You may submit up to 2 files for your supporting documentation: –
  - a. DCM Learning TNID 6N3325 – Slides – YOUR NAME.ppt
  - b. DCM Learning TNID 6N3325 – Handouts – YOUR NAME.doc
5. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
6. You must avoid plagiarism. Plagiarised work will not receive a mark.
7. **All work must be submitted on or before the date advised in your enrollment**
8. If you need an extension you must complete our extension request form  
Click this [LINK](#) to request an extension now  
Click [HERE](#) if you need help completing the extension request form

Once your assignments are ready click the button below to submit them for grading:

**Upload your Assignments for QQI Training  
Needs Identification & Design Course**



If you need help to complete our submission form visit [HERE](#).



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