
**DELIVERY OF ADULT EDUCATION AND
TRAINING**
Deliver on-job training to adults

level:	4
credit:	8
final date for comment:	December 2006
expiry date:	December 2007
sub-field:	Adult Education and Training
purpose:	People credited with this unit standard are able to prepare, deliver, and review on-job training.
entry information:	Recommended: Unit 7115, <i>Create and maintain a positive learning environment for adult learners</i> , or demonstrate equivalent knowledge and skills.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	<ol style="list-style-type: none">1 This unit standard is intended for delivery of one-to-one or small group training.2 Definition <i>organisation policies and procedures</i> refer to any employer, client organisation or standards setting body's documentation or reporting requirements.

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- 3 For a unit standard on the design of learning sessions refer to Unit 7093, *Design learning sessions for adult education and training*; for the assessment of learning refer to Unit 4098, *Use standards to assess candidate performance*.
- 4 Delivery and assessment of adult education and training is subject to compliance with the Health and Safety in Employment Act 1992, and organisation policies and practices.
- 5 Sufficiency for this unit standard is delivery of three different training sessions, each of at least 30 minutes teaching time per session.

Elements and Performance Criteria

element 1

Prepare for on-job training.

performance criteria

- 1.1 Preparation ensures that training plans suit the needs and responsibilities of stakeholders.

Range: stakeholders may include but are not limited to – learners, trainer, colleagues, supervisors, management, quality assurance staff, health and safety staff.
- 1.2 Intended learning outcomes match stakeholder objectives.

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- 1.3 Resources, location and personnel are arranged to suit intended delivery.
- 1.4 Possible learning barriers and differences in learning style are anticipated and addressed in planning.
- 1.5 Review criteria are established and documented in accordance with organisation policies and procedures.

element 2

Deliver on-job training.

performance criteria

- 2.1 Learners are advised of learning outcomes, sequence of learning activities, and intended assessment processes.
- 2.2 On-job training sessions incorporate training processes that help learners meet the learning outcomes.

Range: may include but are not limited to – explanation, demonstration, feedback, recapitulation.
- 2.3 Practise opportunities are provided according to the specific learning situation and the established learning outcomes.
- 2.4 Positive learning environment is created and maintained.

Range: includes but is not limited to – participation, resource availability, two-way communication, pace, monitoring process.
- 2.5 Delivery of training is modified if necessary to accommodate contingencies in the learning situation, resource availability, learner needs, and time constraints.

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- 2.6 Application of assessment process checks achievement of intended learning outcomes.

element 3

Review on-job training.

performance criteria

- 3.1 Review includes documentation of training sessions and updating of training records of learners in accordance with organisation policies and procedures.
- 3.2 Stakeholder feedback on delivery is sought and analysed against review criteria.
- 3.3 Self-review includes identification of possible areas for improvement.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0045 which can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.