

<b>Title</b>	<b>Design, draft, and trial a training manual for adults</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: scope and prepare to design a training manual for adults; draft; trial; and review draft training manual.
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<b>Classification</b>	Adult Education and Training > Design and Development of Adult Education and Training
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Definitions

*Organisational requirements* refer to the policies, procedures and reporting requirements of the provider and/or client organisation.

*Stakeholders* refer to target audience, peers, trainers, technical experts, management.

*Training manuals* are documents which are designed to support the achievement of specified learning outcomes. They may be designed for trainers and/or learners and for face-to-face or independent learning. The medium may be print-based or electronic.

#### 2 Range

Evidence of a manual for at least 20 hours of training and/or learning is required.

#### 3 Completed training manuals must enable compliance with the Privacy Act 1993, Copyright Act 1994, Health and Safety at Work Act 2015, and meet organisational requirements.

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### Outcomes and performance criteria

#### Outcome 1

Scope and prepare to design a training manual for adults.

#### Performance criteria

- 1.1 Purpose and stakeholders for a training manual are identified.
- 1.2 Learning outcomes are identified and agreed to with relevant stakeholders.

1.3 Organisational and legislative requirements that impact on the training manual are identified.

Range includes copyright;  
may include but is not limited to – funding, timelines, format, legal constraints, organisational requirements.

1.4 The accommodation of relevant existing training material that reflects good practice is included in the preparation.

## Outcome 2

Draft training manual.

### Performance criteria

2.1 Key items are included in the training manual.

Range key items include – learning outcomes, sequenced learning processes, underpinning knowledge, formative assessment;  
key items may include but are not limited to – health and safety considerations and requirements, a specified process for problem identification and resolution.

2.2 Information that is complete, concise, and technically accurate is presented and is matched to the intended use.

2.3 Information is presented in logical order and headings and subheadings support easy access to information.

2.4 Language and content are suited to target audience and purpose, comply with convention, and meet any specific organisational requirements.

Range plain English, style, grammar, spelling.

2.5 Training manual is drafted in accordance with organisational and legislative requirements.

## Outcome 3

Trial draft training manual.

### Performance criteria

3.1 Draft training manual is trialled with stakeholders.

Range stakeholders must include the target audience and at least two of – peers, trainers, technical experts, management.

**Outcome 4**

Review draft training manual.

**Performance criteria**

- 4.1 Stakeholder feedback is obtained and analysed in terms of the suitability of the manual for its purpose and meeting learning outcomes.
- 4.2 Any areas for improvement are identified and implemented based on analysis of feedback obtained.

<b>Replacement information</b>	This unit standard replaced unit standard 7111.
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<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	25 May 2004	31 December 2015
Review	2	18 June 2010	31 December 2019
Rollover and Revision	3	20 March 2014	31 December 2019
Review	4	28 September 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

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