

Title	Deliver on-job training for adult trainees		
Level	4	Credits	8

Purpose	People credited with this unit standard are able to prepare for, deliver, and review on-job training for adult trainees.
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Classification	Adult Education and Training > Delivery of Adult Education and Training
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Available grade	Achieved
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Guidance Information

1 Definitions

A culturally safe and inclusive learning environment is one that ensures that the cultural background and needs of individuals and groups are identified, recognises and respects those backgrounds and associated values, and takes pro-active steps to meet the identified needs so that the learning outcomes can be achieved to the fullest extent of each learner's capabilities.

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

Stakeholders refer to trainees, trainer, colleagues, supervisors, management, quality assurance staff, health and safety staff.

The *training plan* may be created or supplied.

2 Range

Evidence of three different training sessions, each of at least 30 minutes training time, or a number of training sessions to a minimum of 90 minutes total is required. Evidence could be one training plan that includes the three different training sessions or a training plan for each session.

Each training session must be observed by someone with appropriate knowledge of adult education and training and/or the delivery context, this could also be observation of unedited video footage.

3 Assessment against this standard is subject to compliance with Health and Safety at Work Act 2015, and organisational requirements.

4 This standard is intended for delivery of skills-related one-to-one or small group training. It is essential that the on-job training providing evidence for this unit standard is conducted in a real situation, which has not been artificially created for assessment purposes. Simulations should not be used for training unless their use is common practice for the type of training being delivered, e.g. Emergency Response.

5 It is recommended that this standard is assessed against in conjunction with other unit standards in the *Delivery of Adult Education and Training* domain.

- 6 For a standard on the design of learning sessions refer to Unit 7093, *Plan for delivery of learning sessions for adults*. For the assessment of an individual's learning refer to Unit 30421, *Carry out assessments against standards to make judgements of learner performance*.
- 7 Recommended prior skills and knowledge for this standard are covered in Unit 7115, *Create and maintain a positive learning environment for adult learners*.
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Outcomes and performance criteria

Outcome 1

Prepare for on-job training for adult trainees.

Performance criteria

- 1.1 Learning outcomes are confirmed in accordance with stakeholder objectives and included in the training plans. The learning outcomes must be specific, measurable, realistic, and achievable within a given timeframe.
- 1.2 Possible learning barriers and differences in learning style are identified and addressed in the training plans.
- 1.3 Training plans are confirmed as meeting stakeholder objectives.
- Range training plans include but are not limited to – preparation of the environment, communication with stakeholders, resources, learning outcomes.
- 1.4 Supporting material that assists achievement of the learning outcomes in accordance with the training plan is prepared.
- Range includes but is not limited to – training resources, equipment.
- 1.5 Criteria for reviewing on-job training are established and documented in accordance with organisational requirements.

Outcome 2

Deliver on-job training for adult trainees.

Performance criteria

- 2.1 Learning outcomes, sequence of learning activities, assessment, and feedback processes are explained to learners at the start of the session in accordance with training plans.

2.2 Training processes that help trainees meet the learning outcomes are incorporated into the on-job training sessions.

Range training processes include but are not limited to – explanation, demonstration, practice, feedback, recapitulation.

2.3 Delivery of on-job training is modified (if necessary) to accommodate contingencies in the learning situation, resource availability, learner needs, and time constraints.

2.4 A positive learning environment that is culturally safe and inclusive is created and maintained.

Range positive learning environment includes but is not limited to – participation, resource availability, pace, two-way communication, a monitoring process, assessment opportunities.

2.5 Achievement of learning outcomes is measured by formative and/or summative assessment in accordance with organisational requirements.

2.6 Training results are recorded on trainee records and/or plans in accordance with organisational requirements.

Outcome 3

Review on-job training for adult trainees.

Performance criteria

3.1 Stakeholder feedback on the on-job training is sought and analysed against review criteria.

3.2 Stakeholder feedback and self-review of the on-job training are recorded in accordance with organisational requirements and any areas for future refinement are identified.

Range stakeholder feedback and self-review include – documentation of action plans, delivery, provision of learner support.

Planned review date	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	28 May 1996	31 December 2015
Review	2	18 December 2002	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference

0045

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 if you wish to suggest changes to the content of this unit standard.