

Title	Support and promote the adult training and development function within an organisation		
Level	6	Credits	10

Purpose	<p>People credited with this unit standard are able to: develop a plan to obtain support for adult training and development; promote training for adults; report on training; and review the planning, promotion, and reporting processes.</p> <p>This unit standard is aimed at people with responsibility for supporting training carried out by others. This function is carried out to promote return on training investment.</p>
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Classification	Adult Education and Training > Management of Adult Education and Training
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Available grade	Achieved
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Guidance Information

1 Definitions

Organisation refers to a specific business entity, which may be: profit or non-profit; in private, public, or voluntary sectors; or a business unit, iwi, or other special purpose body.

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

Stakeholders refer to learners, management, and staff.

- 2 Unit 7098, *Evaluate an adult training course*, Unit 7099, *Evaluate strategic aspects of adult education and training provision*, Unit 7104, *Conduct a training needs analysis for adults in an organisation*, Unit 7105, *Conduct a training needs analysis for an adult group*, or Unit 7113, *Trial and evaluate an innovation for adult education and training within an organisation* might provide evidence of supporting and promoting adult training and development that can be used for this standard.

Outcomes and performance criteria

Outcome 1

Develop a plan to obtain support for adult training and development.

Performance criteria

- 1.1 The contribution of training and development to organisational strategy is evaluated in terms of benefits to the organisation.

- 1.2 Support for identified training and development strategies is obtained and recorded to organisational requirements.

Outcome 2

Promote training for adults.

Performance criteria

- 2.1 Advice on the development of training plans is provided to stakeholders.
- 2.2 Information on planned training events is publicised according to relevant organisational requirements, and individual and organisational benefits.
- 2.3 Promotional activities are monitored against the training plan.
- 2.4 Information is distributed to stakeholders outlining the relationship between training and organisational goals to promote a learning culture.

Outcome 3

Report on training in accordance with organisational requirements.

Performance criteria

- 3.1 Reports on training in the organisation are prepared and provided.
- 3.2 Future training initiatives are identified and reported.
- 3.3 The contribution of training to organisational goals and return on investment is identified and reported.
- 3.4 Feedback on performance is provided to training deliverers.

Outcome 4

Review planning, promotion, and reporting processes.

Performance criteria

- 4.1 Review includes consultation with stakeholders.
- 4.2 Review of the planning, promotion, and reporting processes includes identification of possible areas for future refinement.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

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
Revision	2	13 November 2003	31 December 2015
Review	3	12 December 2008	31 December 2019
Rollover and Revision	4	26 June 2013	31 December 2019
Review	5	28 September 2017	31 December 2025
Rollover	6	27 October 2022	31 December 2025
Review	7	27 April 2023	31 December 2025

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