

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.

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
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	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.