MEM17001B Assist in development and deliver training in the workplace

Release: 2

MEM17001B Assist in development and deliver training in the workplace

Modification History

Single band identifier removed to clarify dual status

Unit Descriptor

Unit descriptor	This unit covers planning for and delivering on the job training, and reviewing the training program. Training, which may structured or informal, is delivered in a one-to-one or small group situation.

Application of the Unit

Application of the unit	Training is delivered in a one-to-one or small group situation. The training may be structured or informal and based on cooperation between trainer and other training personnel. Both underpinning knowledge and practical skills are covered by the training. Training may be applied to technical, induction, OHS or other areas.
	Normal supervision of an apprentice is covered by Unit MEM17003A (Assist in the provision of on the job training). This unit does not cover assessment. Assessor skills are covered in Unit MEM17002B (Conduct workplace assessment).
	Band:
	This unit has dual status and is to be regarded as both a Specialisation band A unit and Specialisation band B unit for progression to C5 (AQF level V).
	Unit Weight: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for delivery of on the job training	1.1. Objectives of training and competency to be achieved are identified. 1.2. Role in provision of training is clarified.
2. Deliver on the job training	2.1. Training objectives are explained to trainee. 2.2. Training is carried out using appropriate techniques: logical presentation; sound communication methods; explanation, demonstration; practice; feedback. 2.3. Trainee progress is monitored and constructive feedback is provided to trainee.
3. Review training program	3.1. Training program is evaluated according to standard operating procedures. 3.2. Training data is recorded according to standard operating procedures. 3.3. Training is reported according to standard operating procedures. 3.4. Training is promoted according to standard operating procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • communicating effectively with the trainee • applying training techniques appropriate to the trainee and training requirements • giving feedback • monitoring and recording trainee progress • evaluating training program • recording training data • completing reports on training completed and training required • promoting training within the workplace
Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Look for evidence that confirms knowledge of:

- competencies to be achieved through the training
- role of the trainer in the provision of training
- training techniques to be used in delivering the training
- reasons for selecting the chosen training techniques
- procedures for recording trainee progress
- reasons for providing positive feedback
- procedures for evaluating training programs
- reasons for evaluating training programs
- training records to be kept
- procedures for recording training data
- procedures for preparing training reports
- procedures for promoting training in the workplace
- reasons for promoting training in the workplace

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to assist in development and delivery of training in the workplace.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.
	This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with assisting in the development and delivery of training in the workplace or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for	

EVIDENCE GUIDE	
assessment	

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Objectives of training	Achieve effective and safe operation of equipment, induction to organisational practices and procedures, continuous improvement, provision of technical information
On the job training	Logical presentation; sound communication methods; explanation, demonstration; practice; feedback

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Training

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