



**Down to Earth**  
TRAINING & SAFETY SKILLS



**RTO 32328**

# PROVIDE WORK SKILL INSTRUCTION

TAEDEL301—Provide work skill instruction

**DURATION: 3 Days**

## COURSE OUTLINE

This is a nationally recognised enterprise unit which forms part of the accredited Course in Field-based Training and Assessment 10235NAT.

This course is designed to equip participants with the skills and knowledge to organise and deliver skills-based training sessions to individuals and small groups in the workplace.

This course is appropriate for those with significant technical or vocational expertise who are expected to train others in the workplace as part of their work responsibilities. It is particularly suitable for supervisors, team leaders and trainers who are expected to deliver organisation specific, skills-based training.

Provide work skill instruction covers:

- Introduction to competency-based training
- Learning principles and styles
- Structuring training sessions
- Training activities, resources, materials and equipment
- Developing learning outcomes and session plans
- Organising instruction and demonstration
- Communication skills for trainers
- Delivering training sessions
- Reviewing and evaluating training delivery

## DELIVERY METHOD

Face to face, off the job facilitated learning, reinforced by a practical work based assignment completed after the workshop.

## PRE-COURSE WORK

It is recommended that prior to the course, participants give thought to a topic for a 20 minute skills based training session that they can deliver to a group of other participants on the final day of the course. Participants should also make arrangements to ensure the necessary resources are available to deliver their session to approx. 6 people.

## HOMEWORK

Participants may find it necessary to complete some work at home after each day of the course in preparation for the following day. This could include finalising preparations for a skills-based training session to be delivered on the final day of the course.

## LLN REQUIREMENTS

To complete this course successfully, participants need to have reasonably well developed skills in areas such as reading, writing and communication. Examples of activities that participants will need to perform include:

- Accurately complete and maintain training documentation
- Write clear, sequenced instructions and procedures for routine tasks
- Read and follow training delivery plan
- Read and understand documentation relating to the subject matter being trained
- Speak clearly and provide spoken explanations and instructions
- Listen effectively and ask relevant and appropriate questions
- Observe learner performance and provide constructive feedback
- Use body language appropriately

## PREREQUISITES

No qualifications or other formal pre-requisites are necessary to participate in this course. However, it is recommended that participants have a minimum of 12 months experience working in the industry in which they plan to train so that they have sufficient subject matter knowledge and experience to be able to train others effectively.

## RESOURCE REQUIREMENTS

To complete the assessment for this course, participants will need to have access to:

- A computer, a printer and the internet
- Equipment and documentation relating to the subject matter being trained
- Relevant training policies, procedures and documentation from their workplace
- A supervisor or qualified assessor who can observe during conducting assessments and provide feedback to DTE

## ASSESSMENT

The assessment for this course consists of:

- Short answer questions (on-course and post-course)
- Delivery of a 20 minute skills-based training session to other participants (on-course)
- Delivery of 2 skills-based training sessions in the workplace after the course (minimum 20-minutes per session) under the observation of a third party
- Completion of paperwork relating to training delivered

To complete the assessment component of this course, participants need to be working in, or have access to, an environment in which they are able to deliver skills based training to others.

Participants have three months to complete their assessment after attendance at the course.

## ASSESSMENT TIMEFRAME

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 6–10 hours to complete the assessment for this course.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior (RPL) is available for this course. RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based.

## LOCATION OF TRAINING

Our training centre is located in Gladstone, Central Queensland. Alternately courses can be booked for any location where appropriate facilities can be provided.

## COURSE COSTS

A total fee of \$695 plus GST per person which covers all course materials, administration and catering costs.

## BOOKINGS

Visit our web site [www.downtoearthresults.com.au](http://www.downtoearthresults.com.au) and book via the training calendar or alternatively contact us.

## PAYMENT METHOD

Payments can be made via VISA/Mastercard or Direct Debit:

Westpac Banking Corporation  
Down To Earth Results  
BSB: 034 126 ACC: 234-764

## CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.

## COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student drop in contact days on a monthly basis.

## REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances. The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.



PHONE (07) 4972 0709

ADDRESS 12 Little Bramston Street, Gladstone Q 4680

POST PO Box 1675, Gladstone Q 4680

WEB [www.downtoearthresults.com.au](http://www.downtoearthresults.com.au)