

TRAIN THE TRAINER: (Coaching on the Job) [ETD004]

Perform on-to-one-Training on the Job

SAQA Unit Standard: 117877 **Credits:** 4 **NQF level:** 3

Duration: 3 days

OVERVIEW:

This workshop will provide recognition for individuals who perform or intend to perform one-to-one training on the job. Formal recognition will enhance their employability and also provide a means to identify competent trainers or coaches.

The phrase "one-to-one training on the job", sometimes also referred to as "coaching", involves a process of working alongside individual learners/employees to improve their skills in a defined area of application (task). The trainer may provide training for any "task", in any performance area, but such training should be towards some defined performance standard. The performance standard could be in the form of internal company standards or unit standards. *"Task" refers to a clearly defined activity, with achievable steps requiring the application of a discreet set of skills in a particular area.*

For assessment against this unit standard:

- The trainer may provide training for any "task", in any performance area, but such training should be towards a defined performance standard. The performance standard could be in the form of internal company standards, SOPs or SAQA unit standards;
- The training process should involve combinations of explanations and demonstrations of practical activities.

On completion of this training, participants would have learned how to:

- Prepare for one-to-one training on the job
- Conduct training sessions, using a variety of methods
- Monitor and report on learner progress
- Review training

NB. Portfolios of Evidence will be required to be completed and submitted in order for the candidate to be assessed. Thereafter a certificate will be issued to competent candidates.

It is a recommendation that all regular 'Trainers' performing on-the-job training in the workplace, as well as training practitioners and ETD staff not familiar with SAQA and the NQF is sent on this workshop.